ScanFile Document Management Solutions

User Guide

Release 7

ScanFile 2003
ScanFile WebServer
ScanFile RemoteStation

DieterSpielberg
Document Management Systems GmbH

Disclaimer

Dieter Spielberg DMS GmbH makes no representation or warranties with respect to the contents or use of this manual and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Dieter Spielberg DMS GmbH reserves the right to revise this publication and to make changes to its content, at any time, without obligation to notify any person or entity of such revisions or changes.

Further, Dieter Spielberg DMS GmbH makes no representations or warranties with respect to any ScanFile software, and specifically disclaims any express or implied warranties of merchantability or fitness for any particular purpose. Further, Dieter Spielberg DMS GmbH reserves the right to make changes to any or all parts of ScanFile software, at any time, without obligation to notify any person or entity of such changes.

Copyright

© 1999-2004 Dieter Spielberg DMS GmbH, All Rights Reserved
No part of this document may be reproduced, transmitted or stored in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Dieter Spielberg DMS GmbH

SDMU-RF-2k3/6-02/04-ENG

Dieter Spielberg
Document Management Systems GmbH

ScanFile is a registered trademark of Dieter Spielberg Document Management Systems GmbH

Recognita is a registered trademark of Recognita Corporation
Microsoft, Windows and Windows NT are either registered trademarks or trademarks of Microsoft Corporation
Netware & Novell are registered trademarks of Novell Inc.
Other product and company names mentioned herein may be trademarks of their respective owners.

ScanFile International Limited
Revagé House, 41 Balcombe Road
Horley, Surrey, UK, RH6 7HF

Fax: 44 1293 786699
Email: support@scanfile.co.uk

Sfuser_English r7 –February 2004

ScanFile Software License Agreement

IMPORTANT: Read this agreement before installing ScanFile. By pressing the 'Yes, I accept the agreement' button when installing, you are deemed to agree to be bound by this agreement.

This license agreement is a legal document between you and Dieter Spielberg Document Management Systems GmbH. If you do not agree to the terms of this agreement return the software CD and accompanying documentation (the "Documentation") and other items to the place from where you obtained them for a refund before they are marked or damaged in any way.

In consideration of the right to use the Software you agree to abide by the terms and conditions of this agreement.

1. GRANT OF LICENSE.
The Software consists of the software modules by:-
a) Dieter Spielberg Document Management Systems GmbH, a German public listed company having its place of business at Wanheimer Str.593, 47249 Duisburg , Germany ("Spielberg").
b) Microsoft Corp., a Washington Corporation having its place of business at 1 Microsoft Way, Redmond, WA 98052-6399, USA ("Microsoft").
c) Kofax Imaging Products, a California Corporation having its place of business at 3 Jenner St., Irvine,CA 92618-9931, USA ("Kofax").
d) Wise Solutions Inc., a Michigan Corporation having its place of business at 2200 N. Canton Centre Road, Suite 150, Canton, MI 48187, USA ("Wise").
e) Apex Software Corporation, a Pennsylvania Corporation having its place of business at 4516 Henry Street, Pittsburgh, PA 15213, USA ("Apex").
f) ScanSoft B.V., a Dutch Company having its place of business at Randstad 22-139, 1316 BW Almere ("ScanSoft");
g) Algo Vision LuraTech GmbH, a German Company having its place of business at Helmholtzstr. 2-9, 10587 Berlin ("Lura");
h) MICROPLEX Trading GmbH, a German Company having its place of business at Leipziger Chaussee 191g, 06112 Halle ("Microplex").
i) Stellent Inc., an Illinois Corporation having its place of business at 330 N. Wabash Ave., 15th Floor, Chicago, IL 60611 ("Stellent");
j) Desaware, a California Corporation having its place of business at 1100 East Hamilton Ave., Suite 4, Campbell, CA 95008 ("Desaware");
k) Progress Software Corporation, Crescent Div., a Massachusetts Corporation having its place of business at 14 Oak Park, Bedford, MA 11730 ("Crescent")

You understand and acknowledge that any software module included in the Software may have utility with or be able to be called by other software and/or hardware, which Spielberg considers to be an unauthorised use of the Software. Accordingly, you agree that you will use such software modules only as part of the Software and not in conjunction with, or as part of, or as a component of other software and/or hardware which makes calls to such software modules.

Spielberg grants you the personal non-exclusive rights:
a) For a single-user version of the Software, to install and use the Software for internal purposes only on a single computer (the Software is considered in use when it is installed in the temporary memory, i.e. RAM, or the permanent memory, i.e. Hard Disk Drive).
b) For a multi-user version of the Software, to install and use the Software for internal purposes only for the number of computers or simultaneous users identified in the Installation Configuration sheet of the Software package (for example, if you have purchased a 5-User license you may install the Software for simultaneous use by up to 5 Users on a network).

2. BACKUP COPY.
a) You may make whatever copies you deem appropriate from the ScanFile "delivery" Compact Disc, the Programs, Example Files and any other promotional material that may be included thereon. The Application Manual, or any part thereof, may be reproduced in sufficient quantity to support only the number of users licensed to you and no more. You must reproduce and include on the backup copy the copyright notice and other ownership or proprietary legends that are on the original copy of the Software.
b) You may NOT make any copy whatsoever of the License once it has been installed in the Software application path. ANY ATTEMPT TO COPY, TRANSFER OR RESTORE THE LICENSE PLACED IN THE SOFTWARE PATH MAY CORRUPT THE ENABLING LICENSE. The License, once installed in the Software application path, represents the full purchase value of the license to use the ScanFile Software. The installed License can be manipulated ONLY by the commands within the ScanFile application.

3. RESTRICTIONS.
a) You may not market, distribute or transfer the Software or the Documentation to others, or electronically transfer the Software from one computer to another over a network except as expressly provided herein.
b) You may not de-compile, reverse engineer, disassemble or otherwise reduce the code of the Software to a human perceivable form.
c) You may not modify, adapt, translate, rent, lease or loan the Software or the Documentation or create derivative works based on the Software or the Documentation.

4. OWNERSHIP AND COPYRIGHT.
Spielberg, Microsoft, Kofax, Wise, Apex, ScanSoft, Lura, Microplex, Stellent, Desaware and Crescent reserve all rights to their respective software modules of the Software and the Documentation. The Software and the Documentation is copyrighted. Unauthorised copying of the Software, including portions thereof, or the Documentation is expressly forbidden.

5. EXPORT CONTROL.
You agree that the Software and Documentation will not be shipped, transferred or exported into any country or used in any manner prohibited by the United States Export Administration Act or any other applicable export control laws, restrictions or regulations of the countries involved.

6. SUPPORT AND UPDATE.
a) Spielberg, Spielberg's subsidiaries or affiliates, their distributors and dealers are not responsible for maintaining or helping you to use the Software and the Documentation, excepting where agreements have been entered into between specific parties, i.e. Spielberg:Distributor, Distributor:Dealer, Dealer:End User.
b) No updates, fixes or support will be made available for the Software and Documentation other than by publishing such revisions on the Spielberg web site: http://www.spielberg.de or http://www.scanfile.co.uk
c) Any updates, fixes or support will be made available on the said web site solely at the discretion of Spielberg, who are under no obligation whatsoever so to do.

7. LIMITED WARRANTY AND DISCLAIMER OF INDEMNITY.
Limited Warranty. The Software and documentation is provided "as is" without warranty of any kind, either express or implied, including, but not limited to implied warranties of merchantability and fitness for a particular purpose. The entire risk as to quality and performance of the Software and documentations is with you. Should the Software prove defective you (and not Spielberg, Spielberg's affiliates, their distributors or dealers) assume the entire cost of all necessary servicing, repair or correction. Some states or jurisdictions no not allow the exclusion of implied warranties, so the above exclusion may not apply to you. This warranty gives you specific legal rights and you may also have other rights which vary according to state or jurisdiction.

Spielberg, Spielberg's affiliates, their distributors and dealers do not warrant that the functions contained in the Software will meet your requirements or that the operation of the Software will meet your requirements or that the operation of the Software will be uninterrupted or error free.

However, Spielberg or Spielberg's affiliates warrants a compact disc or diskette on which the Software is stored to be free from defects in materials and workmanship under normal use for a period of ninety (90) days from the date you purchased the same, as evidenced by a receipt or otherwise. Some states or jurisdictions do not allow limitations on duration of an implied warranty, so the above limitation may not apply to you.

CUSTOMER REMEDIES.
Spielberg's entire liability and your exclusive remedy shall be the replacement of the Compact Disc and/or Diskette not meeting the LIMITED WARRANTY and which is returned to Spielberg or Spielberg's marketing affiliate, ScanFile International Limited, with a copy of your receipt or otherwise. The LIMITED WARRANTY is void if failure of the Compact Disc has resulted from accident, abuse or misapplication of the software.

No liability for consequential damages. In no event shall Spielberg, or Spielberg's affiliates, their distributors or dealers be liable for any damages whatsoever (including without limitation, direct or indirect damages for personal injury, loss of business profits, business interruption, loss of business information, or other consequential or incidental damages) arising out of the software, the use thereof or inability to use the software even if Spielberg, Spielberg's affiliates, their distributors or dealers has been advised of the possibility of such damages. Some states or jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, so the above limitation may not apply to you.

Disclaimer of indemnity. Spielberg, Spielberg's affiliates, their distributors and dealers shall have no obligation to indemnify you against any claim or suit brought to you by a third party alleging that the Software or the use thereof infringes any intellectual property of such third party.

8. TERM.
This agreement is effective upon pressing the 'Yes, I accept the agreement' button and remains in effect until terminated. You may terminate this agreement by destroying the Software and any copy thereof. This agreement will also terminate if you fail to comply with any of the terms of this agreement. In addition to Spielberg enforcing its legal rights, you must then promptly destroy the Software and any copy thereof.

9. U.S. GOVERNMENT RESTRICTED RIGHTS NOTICE.
The Software is provided with Restricted Rights. Use, duplication or disclosure by the United States Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (2) of the Commercial Computer Software Restricted Rights at 48 CFR 52.227-19, as applicable. The Software is a "commercial item", as that term is defined at 48 C.F.R. 2.101 (Oct 1995), consisting of "commercial computer software" and "commercial computer software documentation", as such terms are used in 48 C.F.R. 12.212 (Sept 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through to 227.7202-4 (June 1995), all U.S. Governmental End Users acquire the Software and the Documentation with only those rights set forth herein. Manufacturer is Dieter Spielberg, Wanheimer Str. 593, 47249 Duisburg, Germany.

10. ACKNOWLEDGEMENT.
By selecting the 'Yes, I accept the agreement' option, you acknowledge that you have read this agreement, understand it and agree to be bound by its terms and conditions. You further agree that this agreement is the complete and exclusive statement of agreement between you and Spielberg concerning the subject matter hereof, which supersedes any proposals or prior agreements, oral or written, and any other communication between you and Spielberg relating to the subject matter hereof. No amendment to this agreement shall be effective unless signed by a duly authorised representative of Spielberg.

Should you have any questions concerning this agreement, or if you desire to contact Spielberg for any reason, please write to your authorised supplier requesting that they pass your correspondence to ScanFile International Limited, the marketing affiliate of Dieter Spielberg.

Contents

1 Welcome to ScanFile 17

1.1 Introduction 17
1.2 Important – Please Read 18
Upgrades 18
1.3 ScanFile Features 19
1.4 ScanFile Options 20
Global Index 20
Barcode 20
Keywords 20
Export 20
OCR 20
Forms Recognition 20
TIFFWriter 21
COLD 21
Auditing 21
Document Routing 21
LuraDocument 21
Kofax 21
Virtual Printing 21
1.5 New in Release 7 22
Stellent Document Viewer 22
Save as PDF 22
User Date Validation 22
Personal Hitlist 22
Image Rotation 22
Document Routing 22
Alphanumeric Media ID's 22
TIFFWriter 22
Remote Services 23
Enhanced VNP 23
ECopy Integration 23
Job Separation Sheets 23
Canon DR-6080/9080c Support 23
1.6 Folders and Libraries 24
ScanFile Folders 24
ScanFile Libraries 24
1.7 Software Licensing 25

2 System Requirements 27

2.1 Overview 27
2.2 Operating Systems 27
Service Packs 27
2.3 Servers 28
2.4 Workstations 28
ScanFile Requirements 28
Scanner Requirements 29
Storage Requirements 30
Minimum Recommended Requirements 30

3 First Steps 31

3.1 Overview 31
3.2 Starting ScanFile 31
Licensing 32
3.3 ScanFile Main Screen 32
3.4 Search Drives 32
3.5 Scanner Setup 33
3.6 Next Steps 33

4 Folder Toolbox 35

4.1 Overview 35
4.2 Open Folder 36
4.3 Keyword Display 36
4.4 Toolbox – Scan 37
4.5 Toolbox – Search 37
4.6 Toolbox – Edit 37
4.7 Toolbox – Postindex 38

5 General Scanning 39

5.1 Overview 39
5.2 Single & Batch Scan 39
5.3 Postindex Pool 40
5.4 Job Separation Sheets 41
5.5 Function Control Sheets 41

6 Barcode Scanning 43

6.1 Overview 43
6.2 Barcode Formats 43
6.3 Read while Scanning 44
Folder Configuration 44
Reading Barcodes 45

6.4 Zone Barcode Reading 46
Defining Zones 46
Reading Barcodes 47
Records & Pages 48

7 Microfilm Scanning 49

7.1 Overview 49
7.2 Fiche Carrier 49
7.3 FS Controller III 49
7.4 Batch Scanning 50
Manual Mode 50
Feeder Mode 50
7.5 Single Page Scanning 51
Fiche Carrier 51
FS Controller III 51

8 Searching 53

8.1 Overview 53
8.2 Search 54
Options 54
Hidden Records 55
8.3 Extended Search 55
8.4 Multiple Index Search 55
8.5 Searching Libraries 56
8.6 Full Text Search 57
Detailed Hitlist 57
Show number of matches 57
8.7 Hitlist 58
Hitlist menu 59
8.8 Personal Hitlist 62

9 Viewing Documents 63

9.1 Overview 63
9.2 Viewing Multiple Documents 63
9.3 Image Display Menu 64
9.4 Electronic Documents 65
9.5 Document Display Menu 65
9.6 FastPics 66
FastPics Menu 66
9.7 Annotations 67

10 Editing Documents 69

10.1 Overview 69

10.2 Append Pages 69
10.3 Inserting Pages 69
10.4 Delete Pages 70
10.5 Revise Pages 70
10.6 Split File 70
10.7 Change Page Order 70
Image Display Menu 70
FastPics Drag & Drop 71
10.8 Save Rotation 71

11 Indexing 73

11.1 Overview 73
11.2 Area Indexing 73

12 Electronic Document Import 75

12.1 Overview 75
12.2 TIFFWriter 76
Collect Mode 77
12.3 Explorer Send To 78
12.4 MS Office Integration 79
Send To ScanFile 79
Print & Send to ScanFile 79
12.5 ScanFile VNP 79

13 Printing, Export & Email 81

13.1 Overview 81
13.2 Printing 81
13.3 Print Settings 83
13.4 Export 84
13.5 Email 84

14 Libraries 85

14.1 Overview 85
14.2 Searching Libraries 85

15 Document Routing 87

15.1 Overview 87
15.2 Sending Documents to a Route 87

16 General Settings 89

16.1 Overview 89
16.2 Display Mode 90

16.3 Hitlist Settings 91
16.4 Print Settings 91
16.5 Keyword Search Mode 92
16.6 Send to Email 92
16.7 Personal Hitlist 93
No message 93
At Login 93
Time Interval 93
Auto open 93
16.8 Library Date Format 93
16.9 Other Settings 94
16.10 Choose Background 95
Colour 95
Image 95

17 Additional Settings 97

17.1 Overview 97
17.2 Choose Language 98
17.3 Choose Barcode 98
17.4 Choose Brightness 99
17.5 Setup Filter 99
User Defined 100
Pre-Defined 101
17.6 Fast Search 102

18 CD Preparation 103

18.1 Overview 103
18.2 CD Tickers 104
18.3 Standard CD Preparation 105
18.4 Fast Preparation 107
18.5 Writing to CD 107

19 Scanner Setup 109

19.1 Overview 109
19.2 Scanning Resolution 110
19.3 Test Scan 110
19.4 Scanner Control Sheets 111
19.5 Canon DR-6080 & DR-9080c 112
Scanner Configuration 112
Page Settings 113
Sensitivity 117
Text Mode 117
Photo Mode 117
Extended Settings 118

Double Feed Detection 118
Filter Settings 118
Dropout Colour 118
Automatic Exposure 119
Edge Emphasis 119
Other Settings 119
Imprinter option 120
19.6 Canon DR-5020, 5080c & 5060F 122
Scanner Configuration 122
Page Settings 123
Sensitivity 127
Text Mode 127
Photo Mode 127
Extended Settings 128
Double Feed Detection 128
Manual Thickness Adjust 128
Border Removal 128
Filter Settings 129
Erase Black Dots 129
Erase White Dots 129
Erase Notch 129
Complete Thin Lines 129
Dropout Colour 129
Automatic Exposure 130
Edge Emphasis 130
Other Options 130
Function Keys 131
Gamma 131
Barcode Decoder 131
Imprinter option 133
Options Screen 135
19.7 Canon DR-3060/3080c 136
Scanner Configuration 136
Skew Correction 141
Sensitivity 141
Text Mode 141
Photo Mode 141
Extended Settings 142
19.8 Canon DR-2080C 144
Page Size 145
Skew Correction 145
Resolution 145
Compression 145
Rotation 146
Scan Mode 146
Pages 146

Sensitivity 147
19.9 Canon DR-3020 148
Scan Resolution 148
Paper Size 149
View Options 149
Brightness Controls 149
19.10 Axis 7000 150
Scanner Configuration 150
Scanner SCSI ID 150
Pages Settings 151
Skew Correction 154
Sensitivity 154
19.11 Canon MS300, MS350 & MS800 155
Scanner Configuration 155
Page Settings 156
Sensitivity 159
Text Mode 159
Photo Mode 159
Feeder Selection 159
Scan Area Setting 160
Extended Settings 161
FS III Batch + File 162
19.12 Canon MS400 & 500 163
Scan Resolution 163
View Options 163
Film Type 164
Feeder 164
Brightness Controls 165
FS Controller III 165
19.13 Canon Canofile 510 168
Scan Resolution 168
View Options 168
Brightness Controls 169
19.14 Kofax 170
19.15 TWAIN 170

20 General Information 171

20.1 Overview 171
20.2 ScanFile Version 171
20.3 Image Information 171
20.4 Generate Report 171
20.5 Exception Report 172

21 LuraDocument 173

21.1 Overview 173

21.2 Selecting LuraDocument 174
21.3 Settings Screen 174
21.4 Predefined Settings 175
21.5 Expert Settings 176
Bi-tonal 176
Foreground 177
Background 178
Miscellaneous 179

22 WebServer 181

22.1 Overview 181
Features 181
22.2 Opening WebServer 182
Login Page 182
Open Library Page 182
Settings Page 182
22.3 Library Search 183
OCR Search 184
Search Results Page 184
FastPics 184
Memo's 185
Download 185
22.4 Viewing Documents 185
Document Viewing Tools 186

23 RemoteStation 187

23.1 Overview 187
23.2 Starting RemoteStation 189
Keyboard 189
Tools 189
23.3 View Protocol 190
Local Sending State 190
Serverside 190
23.4 Search 191
Search Screen 191
Hitlist 191
FastPics 191
Viewing a Page 191
23.5 Scan/Send 192
Printer 192
Folder 193
User 193
Email 194
23.6 Scan Screen 195
Document Source 195

Colour 195
Resolution 195
Brightness 196
Text-Photo 196
Simplex-Duplex 196
Priority 196
Preview 196
Send Document 196
23.7 Scheduled Sending 197

1 Welcome to ScanFile

1.1 Introduction

Thank you for purchasing ScanFile, the fast, secure and user-friendly solution to your document management requirements. ScanFile offers a stable and flexible platform for the storage, referencing and retrieval of your organisations documents. ScanFile supports a vast range of black and white and colour document scanners, and includes several options to make the storage of electronic format documents, such as word processing and spreadsheet format files a straightforward task, including integration with Microsoft Office.

The ScanFile solution incorporates three applications, ScanFile 2003, ScanFile WebServer and ScanFile RemoteStation. ScanFile 2003 is the core application and is a full 32bit application that is optimised to run on Microsoft Windows NT4, 2000 and XP Professional based workstations. ScanFile can also be installed on Novell Netware and Microsoft Windows NT4 & 2000 servers. ScanFile is a multi-user document management system that uses a concurrent licensing system, allowing you to maximize your investment in the product.

With ScanFile WebServer, you can give anyone, anywhere in the world access to your document libraries. ScanFile WebServer is an Internet server based application that allows the retrieval of documents using just a web browser. Whether you wish to make documents available over the Internet or an Intranet, ScanFile WebServer is the fast, secure, reliable and easy way to do it.

ScanFile RemoteStation is a client-server application that allows you to send documents to a central ScanFile store from any location. Using TCP/IP connectivity, combined with ScanFile security, client workstations can send documents to the RemoteStation server, which will then store them to the selected ScanFile document folders. In addition, the RemoteStation Client can be used for the retrieval from your ScanFile document store.

1.2 Important – Please Read

ScanFile 2003, WebServer and RemoteStation cannot be run without a valid software license. The license is contained on a hardware dongle. Once ScanFile has been installed, ScanFile can be started, and will immediately inform you that it is not licensed, and will then open the licensing window.

Upgrades

ScanFile 2000 and ScanFile 2002 use a software license called Crypkey. This license must not be deleted before installing ScanFile 2003. This also applies to WebServer and RemoteStation.

1.3 ScanFile Features

ScanFile is a very straightforward and easy document management system to use and manage, but has all the features required for serious document management applications.

- Intuitive user interface
- Black & white and colour scanner support
- Import any electronic format document such as MS Word/Excel files
- Integration with Microsoft Office 97/2000 and XP
- Comprehensive document referencing and retrieval features with user-defined index fields, keywords and full text search.
- Full document display features including zoom, rotate and enhance. View multiple documents
- Inbuilt document viewer that supports over 200 document types including MS Office and PDF documents
- Automatic barcode indexing*
- COLD data import*
- TIFFWriter*
- Zone and Full text OCR*
- Forms Recognition*
- Document Routing*
- Audit Trail*
- Full network and jukebox support

* Features marked with an asterix are additional purchases to the ScanFile core application

1.4 ScanFile Options

The basic ScanFile system comes complete with everything you need to create folders and scan and import documents into them. The following options can be purchased to enhance the functionality of your ScanFile document management solution.

Global Index

This adds support for Libraries into ScanFile.

Barcode

This allows ScanFile to automatically read and index bar-coded documents

Keywords

This allows keyword lists to be applied to ScanFile folders and libraries

Export

The Export option allows you to export complete folders/libraries to a selected drive and directory. All documents will be exported and a data file will be created with the index information associated with the documents

OCR

The OCR module has two functions. Zone OCR can automatically index scanned documents from data contained within the page of a document. Full Text OCR creates a searchable word list from scanned documents, allowing you to search the contents of documents

Forms Recognition

This option enhances the Zone OCR and allows different forms to be scanned into the same folder, and by configuring Forms templates, different index zones can be applied for each form.

In addition, from ScanFile 2003 Release 7.3, the Forms Recognition option adds support for Job Separation Sheets while scanning, which enables several files to be placed in the scanner feeder at the same time with the job separation sheets placed between them. The files will be automatically divided and records created in the ScanFile folder.

Please note:

The OCR option is also required if Forms Recognition capability is required.

For Job Separation Sheet support only, the OCR option is not required.

TIFFWriter

TIFFWriter is a printer driver that allows you to 'print' from any Windows application into a ScanFile folder. The 'print' will be converted to TIFF format

COLD

This module adds support for importing computer generated spool data, which might otherwise be output to Microfiche, or held in printed form

Auditing

With the optional Audit feature, every event performed by all users can be logged to a central database and then reviewed and printed. The events to be viewed can be selected by folder or library, user and within a given date range

Document Routing

Documents can be assigned to pre-defined routes that will send documents to specific users and/or folders for viewing/commenting and approval. Each route can have multiple steps and documents can be sent from route to route

LuraDocument

The LuraDocument file format compresses image files to a higher degree than TIFF or JPEG, whilst preserving the quality of the document

Kofax

With the Kofax option, support is added to ScanFile for any scanner which works with the Adrenaline Image processing board and ImageControls V3.0

Virtual Printing

With ScanFile VNP, you can create up to 8 virtual printers which allow to you ‘print’ documents, which are converted to TIFF format and saved to specified directories, and can then be automatically imported into ScanFile folders

1.5 New in Release 7

Release 7 continues our tradition of adding enhancements and new options that our users have requested. Listed below are the features introduced to the standard ScanFile application which significantly enhance the capabilities of ScanFile.

Stellent Document Viewer

ScanFile can now display over 200 different document formats as standard, without the need to have the source application loaded on the workstations. This is achieved with the incorporation of Stellent viewer technology.

Save as PDF

Black & white and colour image documents can now be saved or emailed from ScanFile in PDF format

User Date Validation

When configuring Folder fields, the format is which a user entered date can now be specified and validated.

Personal Hitlist

The Personal hitlist can be set to open automatically if a new document is received

Image Rotation

Pages or document can be rotated and the rotation setting then saved

Document Routing

Full information concerning documents on a route can now be viewed.

Alphanumeric Media ID's

When adding Folders to Libraries, the media the Folders are on can now have an alphanumeric reference rather than just a numeric reference.

TIFFWriter

TIFFWriter now has the option to print documents in black & white. (please note this option is only available in Windows 2000 and XP versions of TIFFWriter

Remote Services

A Full Text OCR scheduler has been added to Remote Services.

The TIFFSpooler service can now pole 8 import locations.

TIFFSpooler can now process FULL TEXT information, when used in conjunction with the VNP/Rapid printer driver

Enhanced VNP

VNP now includes a printer driver that will create full text lists for import into ScanFile using TIFFSpooler

ECopy Integration

Documents scanned using ShareScan from eCopy can now be saved to ScanFile using the new ScanFile Connector for ShareScan. (Please note this is an option)

Job Separation Sheets

From ScanFile 2003 Release 7.3, the Forms Recognition option adds support for Job Separation Sheets while scanning, which enables several files to be placed in the scanner feeder at the same time with the job separation sheets placed between them. The files will be automatically divided and records created in the ScanFile folder.

Canon DR-6080/9080c Support

Support for the Canon Dr-6080 and Dr-9080c scanners has been added. This addition is available from ScanFile 2003 Release 7.3.onwards.

1.6 Folders and Libraries

ScanFile uses folders to store the documents scanned or imported into it. Each folder can be created with a field structure relevant to the types of document being stored to it.

Similar folders can be grouped in libraries to allow you to search across all folders, whatever their location, for the document required. A brief description of folders and libraries is given below.

ScanFile Folders

When you create a ScanFile folder, you create it to store specific types of documents. A ScanFile Folder will contain the documents scanned and/or imported and the indexing information associated with those documents. It may also contain the OCR search database for that folder. When creating a folder you can give it a meaningful name, such as *Invoices*, and you can then set the index fields relevant to the documents to be stored in the folder. The folder will be saved to the local or network drive you specified when creating it.

Folders can be created in any location locally or on a network. If a folder is created on the root of a drive or drive mapping ScanFile will locate that folder by default when the folder search drives have been added. If a folder is created in a sub-directory of a local or mapped drive that directory must be shared and then added into the list of ScanFile search drives by browsing to it's location via 'My Network Places'.

ScanFile Libraries

If you have a folder open within ScanFile, you can only search that particular folder for a document, and it may be that your documents are spread across several folders. Libraries allow you to search across any folders added to a library for the document you want. A Library only holds the indexing information from the folders and will always refer back to the folder to retrieve the documents to be viewed.

A feature of ScanFile is that folders with different field structures can be imported into a single library. When viewing the records contained in a library, the hit list column headings, which show the field names, will change to reflect the field names for the folder that the record currently selected belongs to.

1.7 Software Licensing

ScanFile applications can be installed but will only run with valid licenses. The license also controls which options within the applications can be used, and how many concurrent users are supported. This license is held on a dongle, which is supplied in Parallel or USB Form.

Please note that TCP/IP is the only protocol supported by the dongle, when used in a network environment.

ScanFile 2000 and ScanFile 2002 used a software license called Crypkey.

Please read the chapter on Licensing in the Administration Guide before installing your ScanFile applications.

2 System Requirements

2.1 Overview

ScanFile is a 32bit application that has been designed to use a minimum amount of workstation and network resources. Due to the nature of the application, special attention needs to be paid to the amount and type of storage that will be required to hold your documents, and ensuring that the specification of any ScanFile workstation is sufficient to meet the requirements of any attached scanner, and the types of documents being scanned and/or viewed. Further details on these are given below.

2.2 Operating Systems

ScanFile has been designed to run on Microsoft Windows 2000 Professional and XP Professional based workstations.

Additionally, ScanFile can be installed on to Novell NetWare 5 & 6or Windows 2000 and 2003 servers to allow multiple users access to it.

Service Packs

Please ensure that you keep your operating system up to date with the latest service packs.

2.3 Servers

ScanFile is not a client server application and it therefore normally uses only storage resources on a server.

If the Remote Services are to be run on a server, these will require that ScanFile be fully installed on the server.

2.4 Workstations

The specification of ScanFile workstations is very important, and if incorrectly configured can affect the performance of your ScanFile system. The specification is dependent upon which operating system you run, what other applications you may be running, which scanners you may have attached to the workstation and what type of scanning you are performing. Much of this will also apply to workstations that are only used for retrieval purposes.

If colour scanning and viewing is a requirement, you must also ensure that the graphics adaptor and monitor are suitable for viewing the documents.

ScanFile Requirements

A full install of ScanFile on a workstation will require around 40 Megabytes of hard disk space. This will decrease to less than 5 Megabytes if a Client install is performed. The majority of the Client install consists of common Windows components that may already be installed on the workstation, and if they are, the Client install may take up only an additional 1 Megabyte of disk space.

Typically, the ScanFile program itself requires between 12 and 20 Megabytes of RAM to run. This is dependant upon what operations are being performed within ScanFile. In addition to this, each time a document is viewed, the amount of memory used will increase by the requirements of the document.

For scanned, or imported image documents, the compressed file is read from disk and then uncompressed into the workstations memory. For a black & white A4 document scanned at 300dpi, the uncompressed size will be about 1 Megabyte. For a 24bit colour A3 document, scanned at 400dpi, the uncompressed size will be just under 100 Megabytes.

Electronic format documents, such as MS Word or Excel do not substantially increase the amount of memory ScanFile uses, but the native application will be opened and the memory that requires must be taken into account.

When calculating the amount of memory a workstation should have, the requirements of the operating system needs to be taken into account. Additionally, the amount of memory used by other applications that you might wish to have open at the same time as ScanFile need to be considered.

If there is insufficient RAM in the workstation, the operating system will use the hard disk as virtual memory. This however will dramatically affect the performance of the workstation.

Scanner Requirements

The specification for a scanning workstation will be broadly similar to that required for viewing the documents scanned. The way a scanner works must be taken into account as they do vary in the way images are presented to the workstation.

As an example, The Canon DR-3020 scans A4 black & white documents at a maximum resolution of 300dpi. The DR-3020 has in-built image compression, and will therefore typically send over 35-50k of information to the workstation for each page scanned. The DR-5080c however, can scan 24bit colour documents up to a maximum of A3 at 400dpi. As the DR-5080c has no onboard compression, this can mean that up to 98MB of information can be sent from the scanner to the workstation for each A3 colour page scanned. This must then be compressed and saved to disk. The size of the saved image can range from 2k to 100Mb, depending upon the type of image, and the compression levels that are used.

Storage Requirements

Ensuring that you have the correct amount and type of storage for your documents is extremely important. The storage used may be a mix of hard disk space and CD's, DVD's and optical disk either using single drives, drive towers or jukeboxes.

You also need to ensure that whatever method of storage is used, adequate backups are taken.

Calculating what storage you might need is the result of a combination of factors, such as:

- Is the application archive or live
- How many existing documents
- What is the average document size on disk
- How many new documents within a period (week month year)
- At what document age does the retrieval rate decrease
- Is there a retrieval time requirement
- How many retrievals are required per hour/day
- How many different applications does a customer have.
- What indexing is to be used.

Taking these in to account you can approximate the amount of storage space required for a given period (such as 2 or 3 years), and put in place your on-line, near-line and off-line storage.

Minimum Recommended Requirements

The minimum recommended specification for a workstation is as follows:

- Personal computer using a 2GHz Pentium 4 Processor
- 256MB RAM
- 17" Display
- CD-ROM Drive
- 20Gb Hard Disk Drive.
- MS Windows 2000 Professional

3 First Steps

3.1 Overview

This section describes the steps required to start and license ScanFile the first time ScanFile is run.

3.2 Starting ScanFile

When ScanFile is installed, a Windows program group is created, with the program icons contained within it. Click on the **Start** button, select **Programs**, highlight ***ScanFile2003*** and then click on ***ScanFile2003***. You will then be presented with a login screen.

The default user name & password is ***admin***. Type these in and then press the ***Enter*** key or click on ***Start***.

Licensing

The first time you start ScanFile, it will report that the software is not licensed, and then display the License Manager.

Please see the Administration Guide on how to activate your ScanFile dongle.

3.3 ScanFile Main Screen

After starting ScanFile, once licensed, the main window will be displayed. This will have a standard Windows Menu bar and Toolbars for quick access to the applications functions.

When running ScanFile for the first time, default settings should be applied to enable the application to know what input device to use, and where you want to store the documents.

A new feature of Release 6.1 is support for UNC paths to folder and library storage locations. Before being able to create any folders or libraries the drive and/or UNC paths to be used must be set. This can be done by selecting the ***Choose search drives*** from the ***File*** menu.

3.4 Search Drives

Selecting ***Choose search drives*** from the File menu allows you to specify the locations that are to be used to store folders and libraries, and the default locations for importing and exporting documents. In previous releases of ScanFile could use only drives references available on the workstation. In Release 6.1 a list of storage locations can be pre-defined, which will then be available to all workstations. In addition, UNC paths are now supported and can be added to the storage location list. If a user does not have rights to access certain paths defined, then those paths will appear empty.

Within the Search Drives window, a list of drives and paths that have been added will be displayed. By default, all local and mapped network drives will be added to the list.

To add a storage location to the list, press the **+** button on the top right of the display. The File Open window will then be displayed and you can then select the drive or UNC path that you want to add.

To remove a storage location, highlight it on the list and press the **–** button on the top left of the Search drives window.

When ScanFile is first started, the Search Drives selection screen will be automatically displayed, and will list the available drives on the workstation.

3.5 Scanner Setup

Before any scanning can be done, the scanner must be selected. Select ***Choose Scanner*** from the **File** Menu, and select the appropriate scanner.

If the Canon scanning devices are selected, default settings for these can be applied. These can be for scan resolution, paper size, single/double-sided scanning, brightness, contrast etc.

A full description of the options for all scanners is given in the Scanner Set-up chapter of the User Guide

3.6 Next Steps

Before you can store any documents to ScanFile you must first choose where the documents are to be saved by selecting Search Drives. Then you need to create ScanFile folders to store the documents in your selected locations. Creating folders is fully described in the ***Setting Up Folders*** chapter of the User Guide. Once you have stored your documents the searching and viewing options are described in the chapter named ***Searching & Viewing***.

Please also read the ***General Settings*** chapter, as this describes the options available that will affect how the ScanFile main screen, ScanFile folders and libraries will be displayed as well as affecting the actions of keyword searches and the display of hit lists. Many other options can be set from General Settings, and it is very important that these options are understood to ensure that you get the best from your ScanFile solution.

4 Folder Toolbox

4.1 Overview

Whenever a folder is open the folder toolbox will be available, allowing you to access the majority of functions that need to be carried out within a folder such as scanning, indexing and editing and searching.

4.2 Open Folder

To open a folder, go to the ***File*** menu and select ***Open Folder***. Only One folder can be open at any one time. From the displayed screen, you can select the drive the folder is on, and then select the folder you wish to open

Once you have highlighted the folder and clicked on OK, the folder will be opened. All functions to do with a folder are controlled via the Folder toolbox, which has four menus; **Scan**, **Search**, **Edit** & **Post-index**. The tools available to the user within the toolbox will be dependent upon the option selected

4.3 Keyword Display

If a keyword list has been assigned to a folder various options as to how and whether the keywords are displayed are available.

In the ***Keywords Search Mode*** of the ***General Settings*** screen, the keyword list preferences can be set.

You can choose not to display the keyword list at all by selecting ***Hide Keyword list*** This is shown in the example folder toolbox on the previous page.

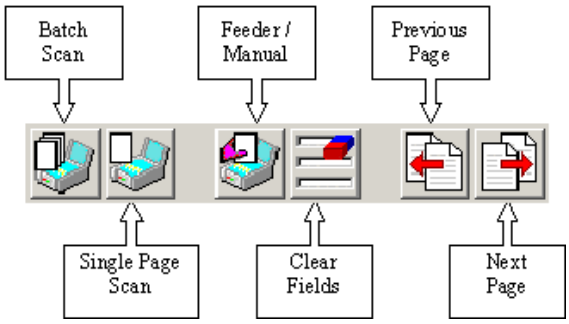
The ***Display keywords as Text*** option will display the keywords in a column format, but if this is not selected, the keywords will be displayed in a cell format.

You can also choose whether, when doing a multiple keyword search, the records displayed will show records that have keyword 1 AND keyword 2, or that have keyword 1 OR keyword 2.

To select multiple keywords when either indexing or searching, hold down the ***CTRL*** key when clicking on the words you wish to select.

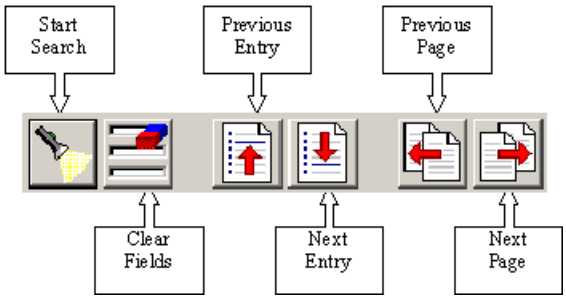
4.4 Toolbox – Scan

The following tools will be available if the Scan option is selected in the folder toolbox. These allow you to scan single or multi-page files, select manual or auto feed, and to browse through the current file.



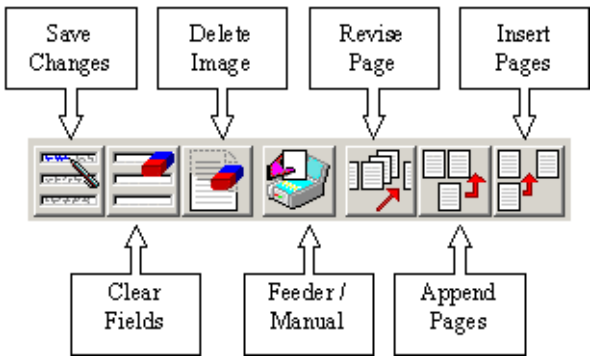
4.5 Toolbox – Search

This selection allows you to specify the required search criteria for documents, and perform a search. This will result in a list of the files found being displayed



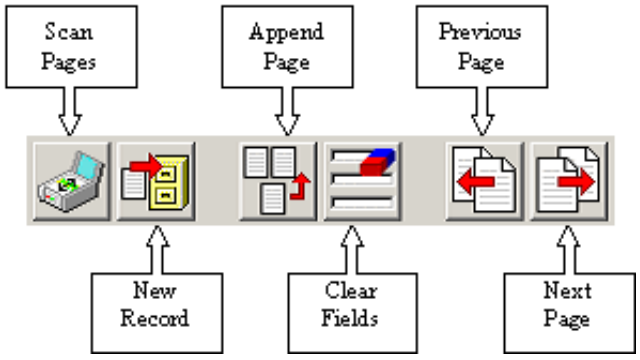
4.6 Toolbox – Edit

From this the indexing information for a document can be changed. You can also amend the document itself by inserting, appending, revising and deleting pages.



4.7 Toolbox – Postindex

Post-indexing allows you to scan documents that are to be indexed at a later date. The images scanned are stored in a separate area of the folder, and are not divided into files. When going through the post-index pool, the images can be separated into files by using the available tools. They can also be appended to existing files.



5 General Scanning

5.1 Overview

New documents can be scanned into ScanFile via either the **Scan** option of the folder toolbox, or by the **Post-index** option.

How the indexing information relating to the document to be scanned will be entered is very much dependent upon the scanning method, type of document being scanned, and how the folder was set up, and what properties have been set for the folder fields. The most basic method is to enter the indexing information into the fields in the folder toolbox, select the keywords required (if applicable) and then press the appropriate Scan button.

However, if the documents have barcodes, if a field has been set for auto increment, or if the documents are to be OCR'd, will affect when or if the indexing information is entered before or after scanning, and manually or automatically.

5.2 Single & Batch Scan

When choosing the ***Scan*** option from the folder toolbox, select either the ***Batch*** Scan or the ***Single Page*** Scan options from the tools available.

Batch Scan will create will create a multi-page file from the documents being fed through the scanner. Once the feeder is empty, you will be prompted to save the images or to continue scanning into the same file.

Single Page Scan will create a new file for each page scanned.

In both modes the Canon DR-3020, DR-5020 and DR5080c can recognise and act upon control sheets, allowing you to change between single & double sided scanning, text & photo mode, and also for file separation whilst using batch scan.

For scanners directly controlled from ScanFile, scanning can be stopped at any time by pressing the ***STOP*** button, which will appear in place of the Scan icons, while scanning is in progress.

If you wish to change any of the default parameters for the scanner prior to starting to scan, this must be done from the ***Scanner Setup*** screen.

5.3 Postindex Pool

The Post-index facility lets you scan batches of documents very quickly, and then divide them into files and apply indexing information to them at a later date. Documents scanned to this 'Pool' are kept in a special work area until they are indexed, whereupon they are added to the main index within the folder.

To add documents to the Postindex pool, select ***Post-index*** from the **Folder Toolbox**, place documents into the scanner feeder, and then select the ***Scan Pages*** icon.

Once the documents are in the pool, they can be viewed by using the Next & Previous icons.

To create a new file, select the page that is the first page of the file, type in the indexing information for the file, and then click on the new record icon. Once you have pressed the new record icon, the next page in the Postindex pool will be displayed.

Instead of clicking the new record icon, you can also press ENTER once index information has been added to the final field in a folder. A new record will be created with this index information and the next image to be indexed is displayed.

To keep adding pages to the new file, just keep on pressing the Append page icon for each page of the file that is displayed. When a new file needs to be created, just press the new Record icon again.

Instead of pressing the Append icon you can also press the + key on the keyboard to append pages. This will only work if the first field is in overwrite mode. Pressing the – key will bring the appended page back into the Postindex pool. Pressing CTRL and + will append all remaining images from the Post-Index pool.

The Append feature of Post-index can also be used to append pages to existing files. Via the search option find the file you wish to append to, go to the Post-index pool, display the page you want to append, and then press the Append Page icon.

5.4 Job Separation Sheets

From ScanFile 2003 Release 7.3, the Forms Recognition option adds support for Job Separation Sheets while scanning, which enables several files to be placed in the scanner feeder at the same time with the job separation sheets placed between them. The files will be automatically divided and records created in the ScanFile folder. Sheet templates can be assigned to a Folder within the Folder setup.

Job Separation Sheets can be used with any scanner.

5.5 Function Control Sheets

The Canon DR-3020 and the Canon DR-5020/80c scanners support the use of two types of function control sheets. The control sheets can be used to change the paper size being scanned, as well as changing from single-sided to double-sided scanning.

Batch detection sheets are used to enable several files to be placed in the scanner feeder at the same time with the batch detection sheets placed between them. The files will be automatically divided and records created in the ScanFile folder. With each type of function sheet, you can elect to either keep or discard the function sheet (the sheet is not saved in ScanFile), and to either stop or continue scanning when the function sheet is detected.

The use of the function sheets is selected from the scanner setup.

6 Barcode Scanning

6.1 Overview

Documents containing barcodes can have the value of the barcodes inserted into index fields in the folder either during scanning or by performing zoned barcode reading as a batch process after scanning. The barcode function is an option of ScanFile, and must be purchased to enable it. ScanFile can read up to 10 barcodes at a time in either reading mode..

6.2 Barcode Formats

Four barcode formats are supported by ScanFile, and the barcode type can be selected from ***Choose Barcode*** from the ***Options*** menu. The supported format are:

3 of 9

Extended 3 of 9

2 of 5 Interleaved

Coda bar

Code 128

The barcode reading module can also recognize a barcode ***checksum***, which checks for the validity of the barcode. The checksum number is NOT added to the index field. The ***Rotate Barcode 90°*** will read barcodes that are printed down a page, rather than across. The ***Enhance barcode*** option can improve the reliability of reading barcodes from poorly printed documents, such as those produced by dot-matrix printers.

6.3 Read while Scanning

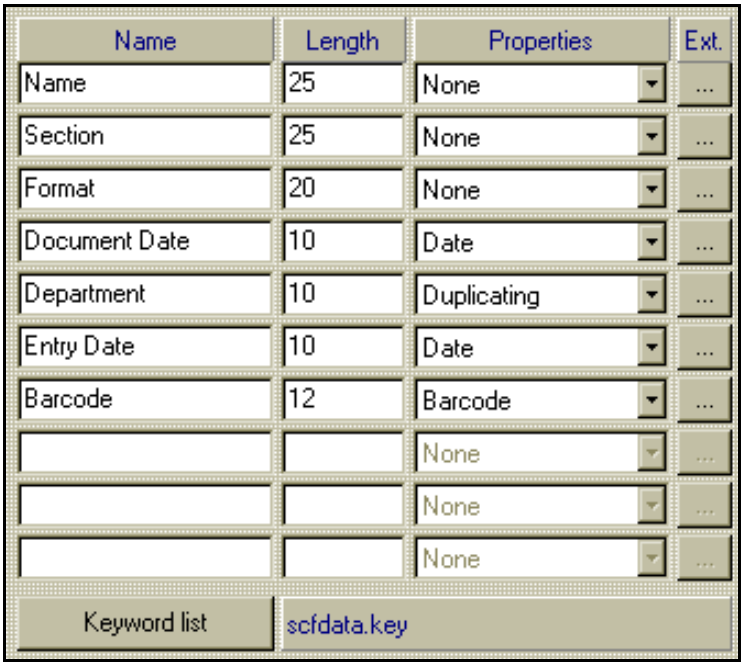
There are two ways for reading bar-coded documents while scanning , as follows.

Single page Scanning will create a new index record for each page scanned. The contents of the barcode on each page will be inserted into the barcode fields applied to the folder.

With Batch Scan, the barcodes can be used as file separators. If a barcode is found on a page being scanned, a new index record is created. If there are no barcodes on the next page being scanned, this page will be appended to the previously created file. The next page to be scanned that contains barcodes will create a new index record.

Folder Configuration

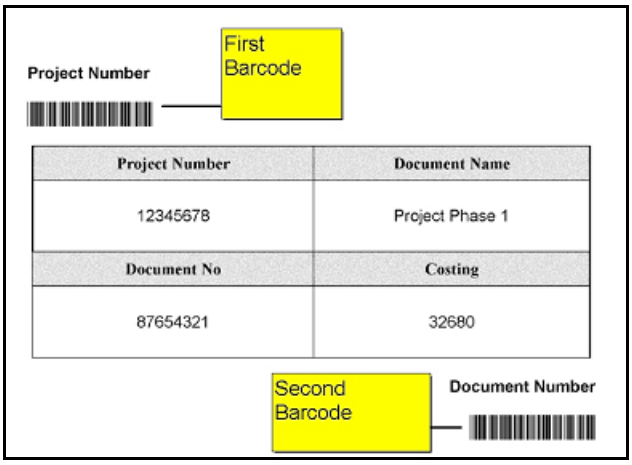
ScanFile can read up to ten barcodes at one time, and place the results in to the folder fields. When setting up folders, a property of Barcode can be set for each field. In the example below, the field Barcode has the Barcode property applied to it. When documents are scanned in to the folder, ScanFile will attempt to read a barcode from the scanned pages, and insert the result into this field.



Reading Barcodes

The location of barcodes on a form does not have to be specified for this mode of reading. If there is more than one barcode on a page, the data held in the first barcode found on the page will be placed in the first field in the folder with a barcode property. The data held in the second barcode found will be placed in the second barcode field, and so on.

In the example shown below, the data held in the first barcode, Project Number, will be placed in the Project No field in the folder, which is the first field with a barcode property.



You can also read a documents barcodes after it has been scanned by displaying the page, and then pressing the F12 function key.

In General Settings, the following options can be set.

You can select whether ScanFile will check if the correct number of barcodes has been read from the document, in relation to the number of fields in the folder that have been set with the barcode property. The ***Check Number of Barcodes*** option controls this.

When scanning single page bar-coded documents, if ScanFile fails to read a barcode from a page, an 'X' can be placed in the folder barcode field, to identify the document for later indexing. The ***Auto Index failed barcode read with X*** option selects this. If this option is not selected, and ScanFile was unable to read a barcode, scanning will pause and you will be prompted to type in the index information into the barcode field.

6.4 Zone Barcode Reading

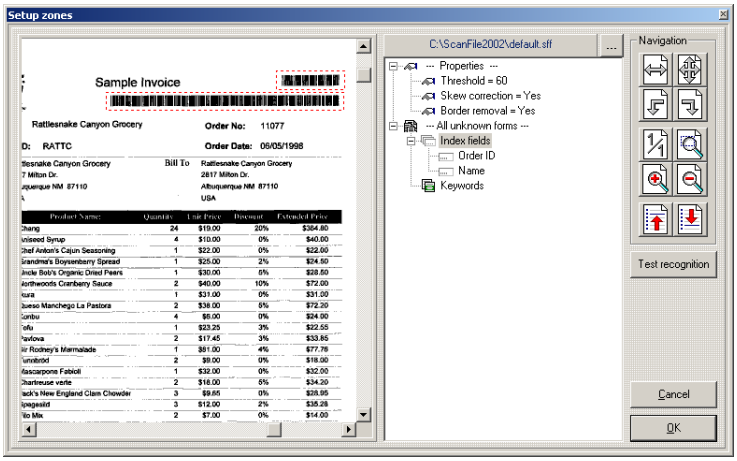
This method of reading barcodes allows you to specify the field to which the barcode value will be placed. Up to ten zones can be defined and linked to fields in the folder. Zone barcode reading can also be combined with zone OCR reading, allowing you to read barcodes and text from scanned pages at the same time. Please note the ScanFile OCR option is required for this feature

Defining Zones

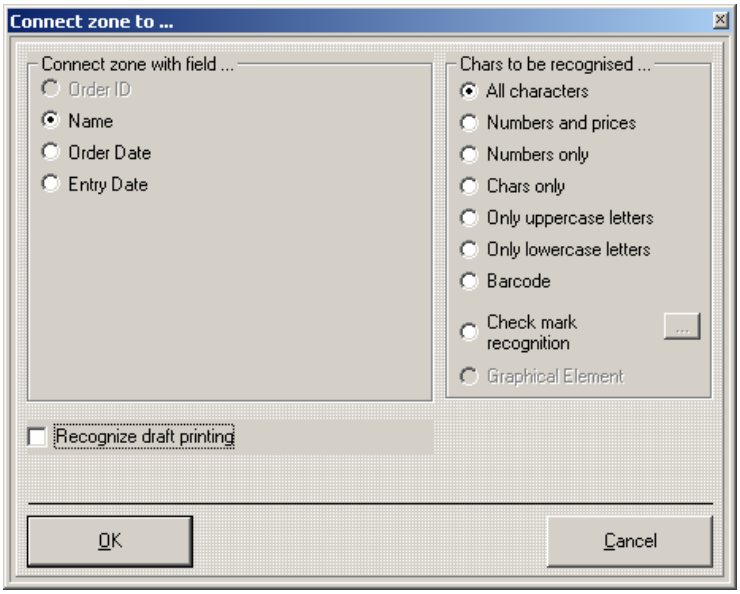
To define the zones, from the OCR menu select ***Setup zones*** and the OCR image window will be displayed, which will show the first page of the first file in the folder, or the currently displayed page from the folder.

You can navigate through the files in the folder by using the available tools until the page you wish to define zones is displayed. Please note that the zone recognition will always be carried out on the first page of a file.

To ensure that when drawing the zone the correct part of the page is within the zone, you can zoom and rotate the image within the display window. Once you have displayed the area of the page you wish to create a zone for, right-click on the ***Index fields*** option under ***All unknown forms***, and choose ***Add Field***.



A crosshair cursor will then be displayed in the image window, and by moving the cursor to where you want the zone to start, and then holding down the left mouse button and moving the mouse, you can define the zone. Releasing the left mouse button will then fix the zone, and the ***Connect zone to*** screen will be displayed.



On this screen, you can select which field within the folder you wish to associate the zone with, and you can also specify the content type of the zone. In this example the zone is associated with the field 'Order ID' with a content type of 'Barcode'

The Recognize draft printing option will assist in reading faded or dot matrix printed documents.

Zones can be deleted by right-clicking on the field name under Index fields and selecting the ***Delete*** option

The ***Edit*** option allows you to resize a zone and also to change the field association and the content type setting.

After all the zones have been created, press OK to close the Setup zones window.

Reading Barcodes

To perform the zone recognition, select Zone recognition from the OCR menu, and the Zone Recognition screen will be displayed. The folder you wish to perform the recognition on must be open.

Selecting the ***Read all pages*** option will perform the recognition on all the files in the folder. The ***Read new pages*** option will perform the recognition on the files have been added since the last recognition was performed.

Records & Pages

The process described above will read all the records within a folder, or the records added to the folder since zone recognition was last run. Alternatively, you can read single or selected records within a folder. To do this use the OCR menu option, which is shown when right-clicking in the Hitlist or Image Display window.

Hit List Window	Selected record or records
Display Window	Displayed page (Must be first page)

7 Microfilm Scanning

7.1 Overview

The Canon microfilm scanners MS350/MS400/MS500/MS800 can be equipped either with a fiche carrier or a roll film retrieval FS Controller III. to allow batch scanning of the documents held on the film or fiche.

7.2 Fiche Carrier

Using a fiche carrier, the ***Feeder/manual*** button is ignored.

After the user has entered the index information and positioned the fiche carrier to the relevant frame on the fiche, the scanning process is started by clicking on ***Batch scan***.

When a is finished (the scanned pages and the relevant data record have not yet been saved), the user must decide on the step required next

7.3 FS Controller III

The FS Controller II is an automatic roll film carrier that can be directly controlled from ScanFile.

7.4 Batch Scanning

Batch scanning will create a record containing multiple scanned pages.

Manual Mode

Using manual mode, the user can scan several images into a batch record from roll film:

Insert the film to be scanned into the FS Controller III.

Set roll film retrieval to the first image (by the keyboard or knob of the FS III).

Set Zoom and focus.

Key in the index information (if not created automatically by barcode or by duplicating or counting fields).

Start scanning by clicking on the ***Batch Scan*** button**.**

Select next frame if necessary and click on ***Continue scanning***.

Repeat step 6 until end of batch.

To end batch click on ***Save scanned pages***.

Feeder Mode

In this mode a user-definable number of images is scanned sequentially and stored as one batch (record).

The index is either entered manually or created automatically using counting or duplicating fields. The index can also be keyed in or edited later.

The images to be scanned can be selected according to the blips (**B,F,P**) on film:

Group pages by pages (**P**)
(scans and stores images into one batch between Page blip numbers entered)

Group pages by File (**F**)
(scans and stores images between File blip numbers entered into batches)

Group pages by File (**F and B**)
(scans and stores images between File blip and batch blip numbers entered into batches)

Group pages by Batch (**B**)
(scans and stores images between Batch blip numbers entered into batches)

Be sure that the mode for blip recognition on the FS Controller III is set properly. For more information on the FS Controller III, see the MS350/MS400/500/MS800 Scanner Configuration section later in this manual, or the FS Carrier III manual.

7.5 Single Page Scanning

Single Page scanning will create one record for each page scanned

Fiche Carrier

This mode **always** creates data records with one record per image. It can be switched between automatic and manual feed.

Insert fiche to be scanned.

Position to the relevant fiche frame.

Set zoom and focus properly.

Key in index for the frame to be scanned (if not created automatically by barcode, counting or duplicating index fields).

Start scanning process by clicking on the ***Single page scanning*** button.

FS Controller III

This mode **always** creates data records with one record per image. It can be switched between automatic and manual feed.

Manual Mode

In this mode the pages are manually selected via the keyboard or knob of the FS III and scanned as single page records.

Insert the film to be scanned.

Position the FS III to the frame to be scanned (with keyboard or turning knob of FS III).

Set zoom and focus properly.

Key in index for the frame to be scanned (if not created automatically by barcode, counting or duplicating index fields).

Start scan by clicking on the ***Single page scanning*** button.

Feeder Mode

In this mode a user-definable number of frames is scanned automatically and saved as separate records.

With this option automatic indexing (barcode, counting or duplicating fields) should be set as it is not possible to key in index information with is for individual pages.

The index can also be keyed in or edited later .

Group pages by pages (**P**)
(scans and stores images as single page records between Page blip numbers entered)

Group pages by File (**F**)
(scans and stores images as single page records between File blip numbers entered)

Group pages by File (**F and B**)
(scans and stores images as single page records between File- and batch blip numbers entered)

Group pages by Batch (**B**)
(scans and stores images as single page records between Batch blip numbers entered)

Be sure that the mode of the FS Controller III for blip reading is set properly.

8 Searching

8.1 Overview

Searching for documents within ScanFile is a straightforward and easy task. The standard document search tools in ScanFile are comprehensive, allowing you to perform range searches with AND/OR properties on more information than just the user-defined index fields created within a folder.

8.2 Search

The primary search screen is available from the Folder toolbox ***Search*** option, where the fields within the folder are presented, as well as the keywords if used. Just enter your search criteria, and pressing the Search button will produce a list of all the documents that matched the search criteria. At the same time, the first document in the matching list will be displayed.

Options

Option	Description
*	denotes a string of any length (even 0)
?	denotes any single character
[x,y,z]	denotes one character , x or y or z ([list of characters])
[1-5]	denotes a single character of 1,2,3,4 or 5 (first character must be smaller than the second)
	Note: With wildcards, there is no distinction between uppercase and lowercase.
Examples:	
*	puts all records into the hitlist
?????	shows all records with 5 characters in the field selected
1*	shows all records beginning with 1, for example: 1, 11-19, 100-199...
M??le	shows records with Mable, Mowle etc.
M*le	shows records with Mable , Mayle, Mole, Mowle, Mule, Module etc.

Note: Searching for any numerical values must contain a * wildcard to return the required results.

Use of wildcards combined with other keyword fields reduces the hitlist to aminimum and targets desired records as closely as possible. Several search criteria can be combined to narrow down the results. The search entries are logical AND combined, apart from keywords, whhich can be set to produce and AND or an OR search.

Once the search has been performed it will return a hitlist of the results of your search. Both the Hitlist and The Image Display windows can be sized as required. The size of the display on the PC will obviously affect how these windows can be shown. The fields within the Folder toolbox will display the indexing information and the assigned keywords for the selected record from the Hitlist. The information shown in the folder toolbox will change to reflect the record selected.

Hidden Records

A user within a default security level group of TRUSTEE or above has the option of hiding records within a folder. Hidden records will not be shown on the hitlist to users within the VIEW security level group.

To hide a record, highlight the record you wish to hide on the Hitlist, and then press the ***Hide Record*** tool, or select ***Hide Record*** from the ***Options*** menu. If a record has been marked as hidden to View level user groups., an X will be shown in the Notes column of the Hitlist against the record. To unhide a record, select the record on the Hitlist, and select Hide Record.

8.3 Extended Search

The ***Extended Search*** option allows the user to find documents using the above information, as well as giving a more user-friendly display for range searches on any field in the folder.

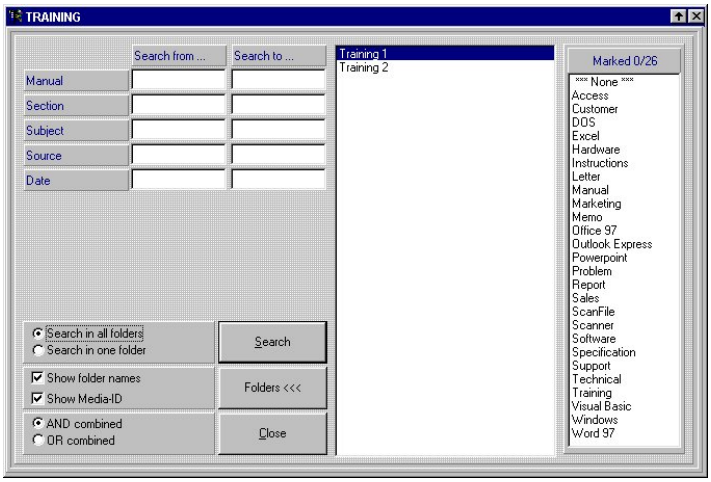
All the user-defined folder fields can have a range search performed upon them, as well as the Scan date and Change date fields. When the search is performed, the resultant Hitlist can be displayed with or without the additional fields, by selecting the ***View extended Hitlist*** option. Additions to the extended show who the document was scanned by, the date it was scanned on, the name of any user that may have changed that document and the date that it was changed on.

8.4 Multiple Index Search

This feature allows you to search across selected index fields for the documents you require. To perform this type of search, select ***Multiple index search*** from ***the Search*** menu. You can then enter the search criteria and select the folder/library fields that you want to search across. Wildcard characters, such ‘*’ and ‘?’ can be used in the search criteria. Pressing the ***Search*** button will then display a Hitlist showing all the documents that matched the criteria used.

8.5 Searching Libraries

Firstly, you must open a library you wish to search in. To do this, select ***Open Library*** from the ***Libraries*** menu, and then choose the library you wish to open. The Library search screen will then be displayed.



All ten fields allowed in ScanFile folders will be shown on the search screen, and the field names from the first folder added to the library will be shown. Any of the fields can be used for searching, irrespective of the number of fields the first folder has, as other folders may have more fields.

The keyword lists applied to the folders is also available within Libraries, and can be used to search for documents in the same way as for folders. Selecting Hide Keyword List within General Settings will turn off displaying of keywords.

By pressing the ***Folders*** button, you can display the names of the folders in the library. You can also highlight a folder name, and choose to just search within that folder.
To search, specify the criteria and then press the **Search** button. A Hitlist will then be displayed showing the results of the search.

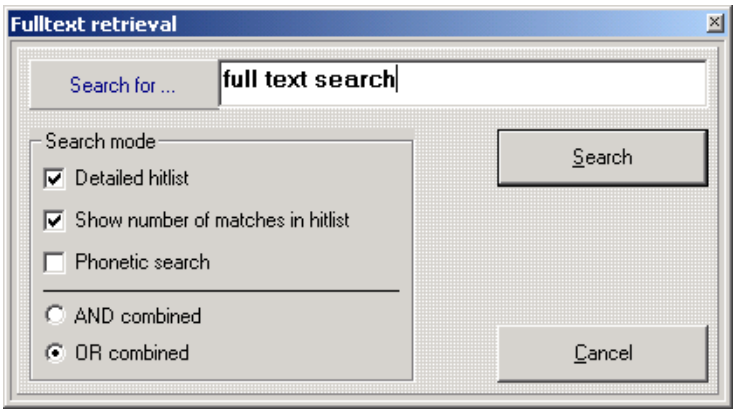
Unlike a folder, when the Hitlist is displayed and the Image Display window opened, the first page from the first file will not be shown. This is because the folder that the file is from may not be on-line. To show the contents of the file, you must double-click on the record on the Hitlist.

The column headings within the Hitlist will show the field names for the currently selected record. As it is possible for folders with different fields to be in the same library, the column headings will change to reflect the fields for the selected record.

8.6 Full Text Search

Selecting ***Full text search*** from the **Search** menu allows you to search the word list resulting from full text recognition. The search screen will appear allowing you to type in the word or words to search for. Searches can include multiple words, and can be set to an AND or an OR search on the words entered.

Selecting the page to view is exactly the same as previously, just highlight it in the Hitlist and the page will be displayed in the Image window.



Once the search has been performed, a Hitlist will be displayed. This will show the pages or files that have been matched with the word searched for. The list will be sorted by the number of hits per page.

Detailed Hitlist

This option, when selected, will show a Hitlist record for each page that contains the word or words searched for. When not selected, the Hitlist record will correspond to the file the word or words were found in.

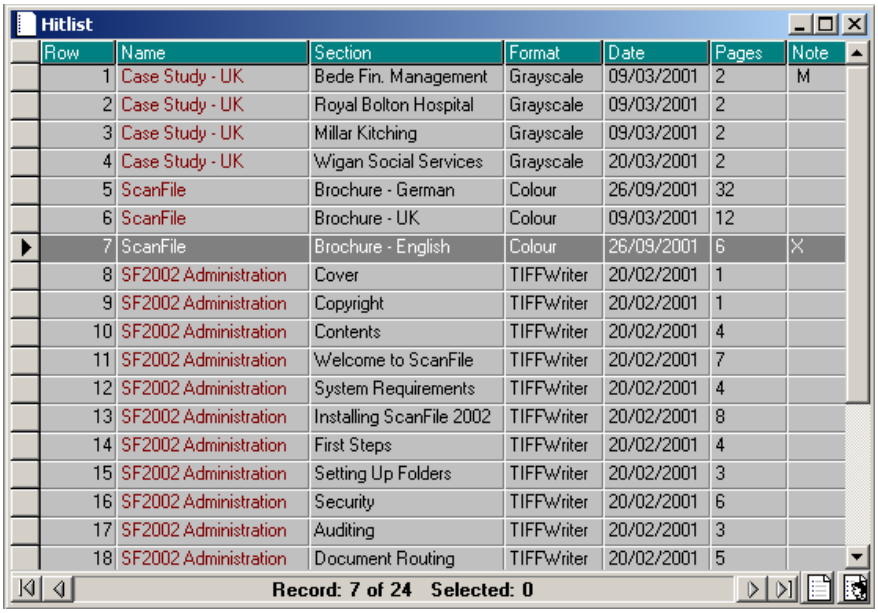
Please note that a Detailed Hitlist can take a longer period of time to be generated due to each page having to be identified.

Show number of matches

With this selected, the number of times the word or words occur on the page or in the file will be displayed in the Hitlist.

8.7 Hitlist

The Hit List, which shows the list of documents that matched the search criteria can be altered to show the information in a number of ways. The column width, and the order of the columns within the Hit List can be amended.



Row	Name	Section	Format	Date	Pages	Note
1	Case Study - UK	Bede Fin. Management	Grayscale	09/03/2001	2	M
2	Case Study - UK	Royal Bolton Hospital	Grayscale	09/03/2001	2	
3	Case Study - UK	Millar Kitching	Grayscale	09/03/2001	2	
4	Case Study - UK	Wigan Social Services	Grayscale	20/03/2001	2	
5	ScanFile	Brochure - German	Colour	26/09/2001	32	
6	ScanFile	Brochure - UK	Colour	09/03/2001	12	
7	ScanFile	Brochure - English	Colour	26/09/2001	6	X
8	SF2002 Administration	Cover	TIFFWriter	20/02/2001	1	
9	SF2002 Administration	Copyright	TIFFWriter	20/02/2001	1	
10	SF2002 Administration	Contents	TIFFWriter	20/02/2001	4	
11	SF2002 Administration	Welcome to ScanFile	TIFFWriter	20/02/2001	7	
12	SF2002 Administration	System Requirements	TIFFWriter	20/02/2001	4	
13	SF2002 Administration	Installing ScanFile 2002	TIFFWriter	20/02/2001	8	
14	SF2002 Administration	First Steps	TIFFWriter	20/02/2001	4	
15	SF2002 Administration	Setting Up Folders	TIFFWriter	20/02/2001	3	
16	SF2002 Administration	Security	TIFFWriter	20/02/2001	6	
17	SF2002 Administration	Auditing	TIFFWriter	20/02/2001	3	
18	SF2002 Administration	Document Routing	TIFFWriter	20/02/2001	5	

To alter the column width, move the mouse pointer to the right edge of the column, within the column heading, and then hold the left mouse button down and drag the column edge to the required width.

To move a column, hold down the left mouse button anywhere within the column heading and then drag the column to the required position.

You can also select whether the Row Number and/or the Notes columns are displayed. This is done from the General Settings Options screen. If from this screen you select to save Column Settings, the changes you make will be saved, and each time you open a Hitlist, those settings will be used. They can be changed at any time, with the new settings then being saved. It is also possible to set Alternating Row Colours which will display the rows in alternate grey and blue lines instead of just grey.

Hitlist menu

From the Hit List menu, several options are available that allow you to alter the display of the Hitlist information, and to also print, export copy and send documents. The Hitlist menu is available by pressing the right mouse button anywhere within the Hitlist window.

The available options are:

Option	Description
Sort Ascending/Descending	Will sort the Hitlist by the data in the column over which the right mouse button was clicked.
Print hitlist	Prints the Hitlist record information to the default printer
Export to file	Exports the Hitlist record information to a named file
Copy to Clipboard	Copies the Hitlist record information to the Windows Clipboard
Font	Select the font and font size the Hitlist will use.
Move	Moves all pages from a record.
Copy	Copies all pages from a record.
Paste	Pastes previously copied or moved pages into the selected record.
Send to…	Send selected Hitlist documents to folders, users, e-mail, route, wallet and export. See below
Summarise column	For Numeric Values: Calculates the total of the selected column
Combine rows	Combine records with same index information: See Below
Delete	Delete selected records and documents
Filter image(s)	Filters selected records
OCR	Performs Full Text or Zone OCR on the selected records and also gives option to Copy OCR text to the clipboard.
Select	Record Selection tool: See Below
Close	Close the Hitlist menu

Combine rows

The Combine Rows option on the Hitlist menu will combine selected records within the folder. The rows to be combined will adopt the index information in the row that was first selected by the mouse. It is not possible to undo after performing this action. Please use this option with caution.

Send to…

The Send To.. option from the Hitlist menu allows you to send a document or selected documents to a variety of destinations, which are explained below.

When selecting the File or Email option, black & white and colour image can be saved as PDF format documents. This is enabled within ***General Settings-Send to email***.

Option	Description
ScanFile Folder	Send Select document to another ScanFile Folder.
Choose Target	Export selected documents and index information.
User	Send selected documents to a user's Personal Hitlist.
Route	Send selected documents to a pre-defined Route.
Export to file	Export selected documents
Email	Attach selected documents to a new email message
Wallet	Create a Wallet with the selected documents.

OCR

The OCR Option from the Hitlist menu allows you to either Full text OCR, or zone OCR a single document, or selected documents. If you wish to perform batch OCR on all or new documents added to a folder, please use the options available from the main OCR menu.

Option	Description
Full text recognition	Perform Full Text OCR on selected documents
Zone recognition	Perform Zone OCR on Page 1 of selected documents
Copy text	Copies the OCR'd text from all pages of the document in to the Windows clipboard

Select Option

When you click on a record on the Hitlist, or use the arrow keys to scroll through the records, the current record will be shown with a dark grey background. If you wish to select multiple records, to perform a specific task, this can be done in a number of ways. The column at the extreme left of the Hitlist is used to select records.

To select a range of records, press the left mouse button in the left column of the Hitlist next to the first record to be selected, and then, while holding down the Shift key, click on the last record in the range. All records in the range will be highlighted in yellow.

To select specific records, while holding down the CTRL key, click in the left column next to each record you wish to select.

The Hitlist menu Select option can also be used for record selections.

Option	Description
All	Select All documents in the Hitlist
Toggle	Invert Selection
Remove	Deselect all documents

When you select a record on the Hitlist, by single clicking on it with the mouse, the document being displayed will automatically change to show the file selected.

8.8 Personal Hitlist

The Personal Hitlist allows a user to build a list of documents that they may wish to refer to on a frequent basis, without the need to keep on searching folder and/or libraries for them. The Personal Hitlist is totally independent of folders, and therefore any document from any folder may be placed in the personal hitlist

The Personal Hitlist can be set to display a message or to open automatically if a new document is added to it. This can be configured within General Settings.

It is also possible for one user to send a document to another user's Personal Hitlist. The Personal Hitlist can be accessed in one of 2 ways, by the Personal Hitlist option on the File menu, or by clicking on the icon in the bottom right of the Hitlist, it you have a folder or library open. To revert to the folder/library Hitlist, click on the button next to the Personal Hitlist button in the bottom right of the hitlist.

When you display the personal hitlist, the Folder toolbox will be shown, allowing you to perform searches within the personal hitlist.

To place a document in the Personal Hitlist, highlight the document in the standard Hitlist, hold down the left mouse button, and drag it to the Personal Hitlist icon. Another method is to right-click on the document and then choose **Send To User.** A list of all the users will be displayed; choose the name of the user, and then click **OK**.

From the **Send To User**, the document can be sent to another user, or to your own Personal Hitlist. When the Personal Hitlist is displayed, additional fields to the standard Hitlist are shown, which detail the name of the source folder, the name of the user who put the document into the Personal Hitlist, and the date the document was added.

The additional fields shown on a personal hitlist are **From Folder**, **From User** and **Sent On**. When the Personal Hitlist is displayed, the Field Name row is shown with a yellow background to distinguish it from the Standard Hitlist. The names of the folder fields are not shown, as documents may have come from different folders with different fields.

Documents placed in a Personal Hitlist will remain until manually deleted, unless they are placed there by the Document Routing option, and the user elects not to keep a local copy.

9 Viewing Documents

9.1 Overview

ScanFile has a comprehensive set of tools available to change the way displayed images are shown. The images can be zoomed, rotated and also fit to the height or width of the image window. A file can be paged through by selecting the next/previous icons on the toolbar.

9.2 Viewing Multiple Documents

Up to three secondary image display windows can be opened in addition to the standard image display window. To open a secondary display window, right click on the image in the standard display window and choose Create Working Copy. This will open a secondary display window showing the image currently displayed in the standard display window.

The secondary display windows are totally independent of the standard display window, and of the folder, and do not relate to a particular file. It is not possible to page through a document from a secondary window.

The secondary windows will remain open until they are manually closed, or ScanFile is closed.

9.3 Image Display Menu

Pressing the right mouse button while in the document display window will open the document display menu. This allows you to perform actions on the page currently displayed. Several options available are the same as offered on the Hitlist menu, but will only apply to the displayed page. Please note that these options only apply to scanned documents.

Option	Description
Image information	Show file information about displayed image.
LuraDocument	If the image is in Lura Document Format this will allow you to switch between the images layers.
Print/copy area	Select an Area of the Page and print or copy to clipboard.
Convert to…	OCR's image and converts text to chosen file format.
Create working copy	Opens a secondary display window with the current page
Fit image	Size the page to fit within the display window
Fit width	Size the page to fit the width of the display window
1:1 display	Maximum zoom level
Change image position	Reorder the page within the document
OCR	Perform full text or zone OCR on the page, or copy the page text to the clipboard
Move	Moves the displayed image to the clipboard ready to paste to another record.
Copy	Copies the displayed image to the clipboard ready to paste to another record.
Send to…	Send page to another folder, user, export, email and wallet.
Close	Closes the document display menu

9.4 Electronic Documents

ScanFile supports the display of over 200 different electronic document file formats, such as Microsoft Office documents, Adobe PDF documents, HTML pages and graphic format files, such as AutoCAD and CorelDraw.

When viewing multi-page documents such as PDF files and PowerPoint presentations, the tools to move from page to page, or worksheet to worksheet will be displayed at the bottom of the viewing window. For documents such as Word files and text files, these can be scrolled through using the scroll bar on the right of the viewing window.

9.5 Document Display Menu

The options displayed when you right-click on an electronic document will be different to those available when viewing a black & white or colour image.

Option	Description
To the clipboard	Copies the selection to the Windows clipboard
Print	Print the currently displayed document
Display	Select to display the document in Draft. Normal or Preview mode
Options	Settings that affect the copying, display and printing of documents
Launch application	Launch the documents associated application (if available)

9.6 FastPics

FastPics are thumbnail representations of the pages within a file that can be displayed. The page you then want to view can be selected and shown in the Image window. FastPics will also show whether a page was the front or back of a double sided document, and you can also tag pages for printing or exporting by clicking when the mouse pointer turns to a tick over the FastPic image of the page.

Electronic documents, such as word processing files, will show a page with the reference **EDOC**. COLD information pages will have the word **COLD**.

FastPics Menu

Pressing the right mouse button within the Thumbnail window will open the Thumbnail option menu, which allows you to perform actions on the selected pages within the document. The options available are the same as offered on the Hitlist menu, but will only apply to the pages within the document that have been selected

Option	Description
OCR	Full text or zone recognition can be performed on the selected pages. The OCR'd text can also be copied to the clipboard
Move	Mark the selected pages for moving to another record within the folder
Copy	Copies the selected pages for pasting to another record within the folder
Send to…	Selected pages can be sent to another folder, a user, exported, or emailed
Select	Select all or no pages, or invert the current selection
Close	Close the option menu

9.7 Annotations

These can be used to mark or highlight part of a page that is of particular interest. The annotations are specific to the page on which they are created. Different annotations can be added to different pages within the same document. The annotation types are:

Text annotation
Line
Highlight
White-out Area
Black-Out Area

If a file has annotations attached to pages, this will be signified by a pencil symbol in the top-left corner of the image display window. This will also be shown in the FastPics. The example below shows this, together with a line, and highlight.

Please note: **Annotations cannot be applied to native format documents.**

10 Editing Documents

10.1 Overview

There are several options that allow you to change a document after it has been scanned. These are:

- Append Pages
- Insert Pages
- Delete Pages
- Revise Pages
- Split File
- Change the Page Order
- Save Rotation

The first 4 options are available in the **Folder Toolbox** from the ***Edit*** option.

10.2 Append Pages

Once you have selected the file you want to append to on the Hitlist, choose the Edit option in the Folder Toolbox, and press the append icon. The pages to be appended will then be scanned. After all the pages have been scanned, you will be prompted to save the pages, continue scanning, or to abandon the append

10.3 Inserting Pages

To insert pages into an existing file, select the file on the Hit List, then go to the page that you want to insert pages BEFORE. Click on the Insert pages icon in the Edit option of the Folder Toolbox. Once the feeder is empty, you will be prompted to save or discard the pages just scanned.

10.4 Delete Pages

There are several choices when deleting pages from a document. First of all, display the page at which you wish to start deleting, and then select the Delete icon from the Folders Toolbox. You will then be prompted on what you want to delete. Select the appropriate option and the file will be updated.

10.5 Revise Pages

An original document can be revised by clicking on the ***Revise Pages*** button in the Folder toolbox Edit menu. This will scan in an amended copy of the document and allow you to browse through the revised and original pages.

10.6 Split File

This option enables you to break apart a single file in to two files with identical index information. To do this, select the file you wish to break apart from the Hitlist, and then display the page of the file that you wish to become the first page of the second file. Select ***Split File*** from the ***Edit*** menu. After confirming that you wish to proceed, a second file will be created. If required, you can then edit the index information of the files to reflect the changes.

10.7 Change Page Order

Once a document has been scanned, you may find that you wish to change the position of a page within the file. This can be achieved in one of two ways.

Image Display Menu

While displaying the page of the file that you wish to move, pressing the right mouse button in the image display window will show the right click menu.

By choosing 'Change Image Position' you will then be prompted to enter the number of the page you wish to move the currently displayed page to.

FastPics Drag & Drop

Within the FastPics window, by holding down the left mouse button on the page of the document you wish to move, and then dragging that page to the position within the file you wish to move the page to, the page will be moved and the file reordered.

10.8 Save Rotation

The orientation that a scanned image will be displayed can be set and saved so that it will always be displayed in the chosen orientation.

To do this, set the currently displayed image to the rotation you wish to save and from the View menu, select Save rotation for. You can then choose to set the rotation for the displayed page, all pages of the record, or all selected records.

The image rotation setting is saved in the Folder database, and does not affect the original scanned image.

11 Indexing

11.1 Overview

As mentioned earlier in this guide, files can be indexed during scanning, and via the use of barcodes as well as using the Post-index Pool.

Three further methods are available, one a standard feature with the other two using the optional OCR module, which can greatly speed up the indexing process. OCR indexing is described later in the guide

The ***Edit*** option on the ***Folder toolbox*** is used to amend or add index information for the currently selected record. The index fields will be displayed, and data can be typed in and then saved with the record.

11.2 Area Indexing

With area indexing, for each field in the folder, ScanFile can be told to zoom the image and display a particular portion of the image. This is particularly useful when indexing scores of similar documents that have the indexing information in the same position.

To do this, first you must ensure that the ***Area/PostIndexing*** feature is turned on within the ***General Settings***. Then select the first document you want to index from the Hit List, and choose the ***Edit*** option on the Folder toolbox.

Place the cursor in the first field, and then zoom and move the image within the image display window until the information relevant to the index field is being displayed. Type this information into the index field, and press **Enter**. The cursor will automatically move to the next field, and you can then zoom and move the image accordingly for the next field. Repeat this for all fields. When you press the Enter key in the last field, ScanFile will automatically move to the first field of the next record in the Hit List, and display the area of the image relevant to that field.

12 Electronic Document Import

12.1 Overview

There are several methods for importing and sending documents to ScanFile folders. Documents can also be saved in their original format or alternatively converted to TIFF format. This chapter describes 4 methods of importing documents, with the following chapter, Import Functions, describing the methods available for importing large volumes of information.

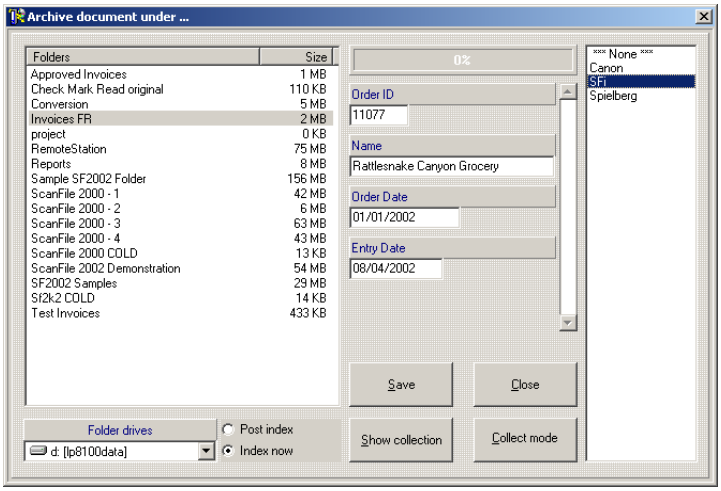
12.2 TIFFWriter

TIFFWriter is a Windows Printer driver that allows you to 'print' any document from any Windows application into a ScanFile folder. TIFFWriter is an option for ScanFile, and if the option has not been purchased, it will report that it is not licensed.

TIFFWriter will analyse each page, and will either process it as a colour or black & white page. If a page has ANY colour content, it will be converted to JPEG format. Pages with black & white only content will be converted to compressed TIF format.

If you are running Windows 2000 or XP professional, an additional TIFFWriter driver will be installed, called '***ScanFile TIFFWriter BW***'. This driver will convert ALL pages to compressed TIF format images, irrespective of their content.

To 'print' a document into ScanFile using TIFFWriter, from a Windows application, choose the ***Print*** option and select the ***ScanFile TIFFWriter*** printer. From the printer ***Properties*** dialogue, the standard options such as paper size and orientation, single or double sided and resolution can be set. Pressing the ***OK*** button of the ***Print*** dialogue will display the TIFFWriter Index screen.



From this display, you can select which folder you want to put the document into. Once you have selected the folder, the folder fields (and keywords) will be displayed. You can then type index information relevant to the document, or you can choose to place the document into the Post Index pool.

Once you have indexed the document, or selected to put the document into the Post Index Pool, pressing ***Save*** will put the document in the folder

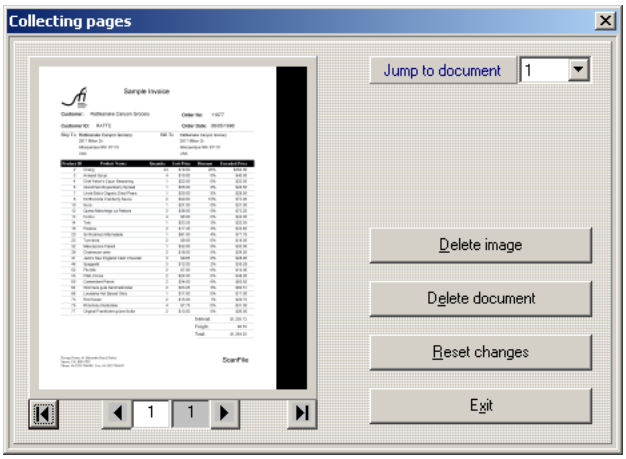
Collect Mode

TIFFWriter also has a Collect Mode, which allows you to print multiple documents using TIFFWriter before saving them to ScanFile folders. To activate this feature, once you have printed the first document and the TIFFWriter screen has been displayed, press the ***Collect Mode*** button. The TIFFWriter display will then change to just show an ***End Collection*** button. While this is displayed you can print using TIFFWriter from Windows applications, but the TIFFWriter display will not appear.

When you have finished printing your documents, press the End Collection button, and the screen will return to the standard TIFFWriter display.

You can review the documents held with the collection by pressing the ***Show Collection*** button, which will then open the **Collecting pages** screen.

You can page through the current document using the navigation buttons at the bottom of the preview window, and select the document to view from the ***Jump to document*** drop down list.

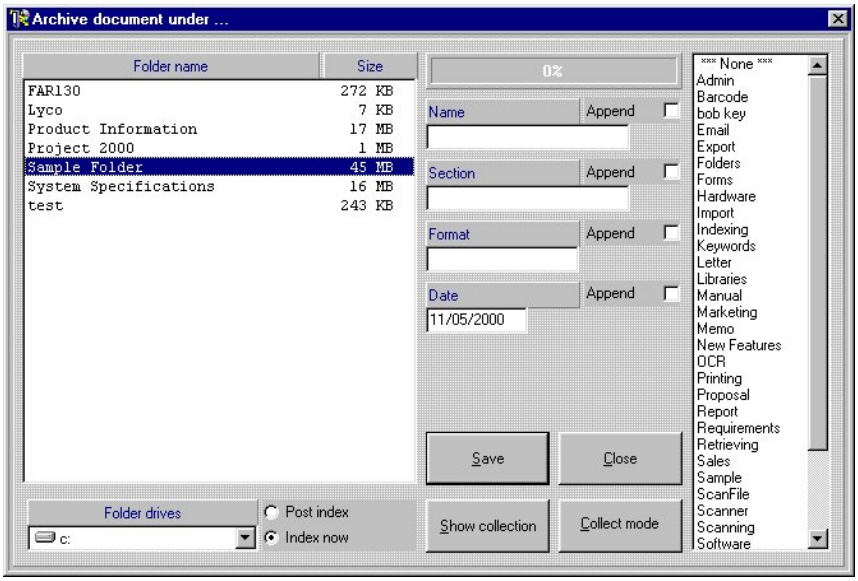


You can also select to delete pages from a document by displaying the page and pressing the ***Delete image*** button, or you can delete a whole document using the ***Delete document*** button.

All the documents in the collection will be saved to one ScanFile folder record, or they can be placed in the folder Postindex pool.

12.3 Explorer Send To

Within Microsoft Windows, a new option will have been added to the Windows Explorer ***Send To*** menu after the installation of ScanFile. This allows you to highlight files from within Explorer, and then choose the ScanFile folder you wish to put them into.



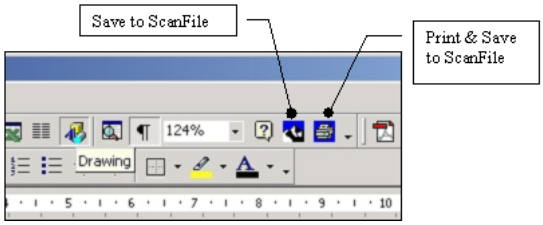
After highlighting the document(s) you wish to put into ScanFile, press the right mouse button and choose the ***Send To*** option. Choosing the ***ScanFile Electronic Document Support*** option will display the same dialogue as for TIFFWriter, but it handles the documents in a different way.

When the ***Save*** button is pressed, the document will be put into the selected folder, but it will be saved in its original format. If multiple documents are selected, and the Index Now option is selected, all documents will be placed under one record in the folder.

Each document put into ScanFile using this option, irrespective of the number of pages will be shown as one page in the ScanFile folder.

12.4 MS Office Integration

The Office integration tools, which you can select during the installation of ScanFile allow you to file documents to ScanFile folders from within Microsoft Word, Excel, Access, PowerPoint and Outlook 97, 2000 or XP. These options will save the documents with ScanFile in their original format, unlike TIFFWriter which converts the documents to TIFF format. Two toolbar icons will be added to the programs, and these are shown below.



Send To ScanFile

The Save to ScanFile icon will open the Archive Document screen as detailed in the Explorer Send To.. option, and allows you to index the document to a specific ScanFile folder, or place the document in a folders Postindex pool for later indexing. It also allows you to turn the Collect Mode on, to group several documents together before archiving.

Print & Send to ScanFile

This option performs two functions: it will print the document to your selected printer and open the Archive Document screen to allow you to save the document to ScanFile

12.5 ScanFile VNP

The optional ScanFile VNP server application allows you to create PCL5 compatible printers on servers and workstations, which will be directed to specific VNP ports, which then takes the printed output, converts it to Group4 TIF format and saves it to pre-defined locations. These files can then be automatically imported into ScanFile using one of the Scheduler applications within Remote Services, such as the TIFF Spooler, which works in conjunction with the Forms Recognition.

A full description of the installation and configuration of ScanFile VNP is given in the Administration Guide

13 Printing, Export & Email

13.1 Overview

ScanFile has comprehensive facilities for the printing of scanned documents as well as for exporting both indexes and documents for use outside of ScanFile

13.2 Printing

With ScanFile, you can choose from several options for printing:

- Currently displayed page of a file
- All pages in the selected file
- Range of pages from the selected file
- Tagged pages from the selected file
- Tagged files
- Hitlist
- Audit Trail Events

Selecting the ***Print Image*** option from the **File** menu allows you to print the currently selected file, or a range of pages from the currently selected file. It also gives you the opportunity to choose the printer you wish to print to.

The Print button in the toolbar has different functions depending on which window is active at the time it is pressed.

Image Window	Displayed image is printed.
Hit List Window	The selected/tagged Hit List records are printed.
FastPic Window	The tagged pages from the current file are printed.

Selecting ***Print Hitlist*** from the **File** menu will print the Hitlist.

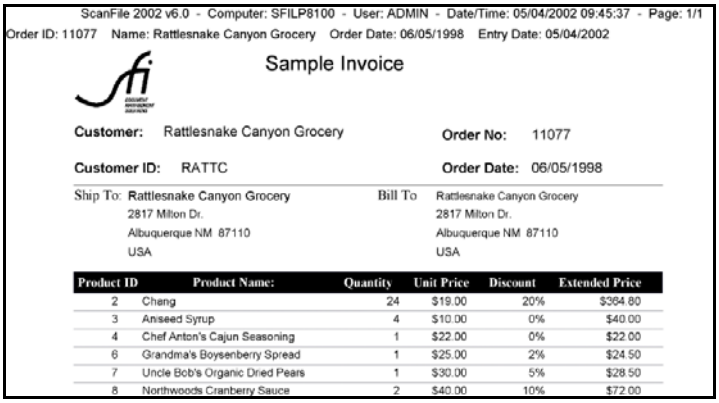
13.3 Print Settings

When printing scanned images, various options are available. These can be selected from the General Settings dialogue.

The ***Exact Scale Print*** Option will print an image exactly to scale. If this is not selected, the image will be resized to fit on the selected paper size.

Ignore Duplex mode is used for double sided documents. If a double-sided printer is being used, and a double-sided document is being printed, it can be set to print double sided. Selecting this option will ignore whether the document was scanned double-sided.

The ***User, Date & Time*** option is used to select whether the images to be printed will be 'stamped' with the name of the user printing the image, and the date and time the image was printed. This will appear at the top of the printed page. An example of this is shown below.



ScanFile 2002 v6.0 - Computer: SFILP8100 - User: ADMIN - Date/Time: 05/04/2002 09:45:37 - Page: 1/1

Order ID: 11077 Name: Rattlesnake Canyon Grocery Order Date: 06/05/1998 Entry Date: 05/04/2002

Sample Invoice

Customer: Rattlesnake Canyon Grocery **Order No:** 11077

Customer ID: RATTC **Order Date:** 06/05/1998

Ship To: Rattlesnake Canyon Grocery
2817 Milton Dr.
Albuquerque NM 87110
USA

Bill To Rattlesnake Canyon Grocery
2817 Milton Dr.
Albuquerque NM 87110
USA

Product ID	Product Name:	Quantity	Unit Price	Discount	Extended Price
2	Chang	24	$19.00	20%	$364.80
3	Aniseed Syrup	4	$10.00	0%	$40.00
4	Chef Anton's Cajun Seasoning	1	$22.00	0%	$22.00
6	Grandma's Boysenberry Spread	1	$25.00	2%	$24.50
7	Uncle Bob's Organic Dried Pears	1	$30.00	5%	$28.50
8	Northwoods Cranberry Sauce	2	$40.00	10%	$72.00

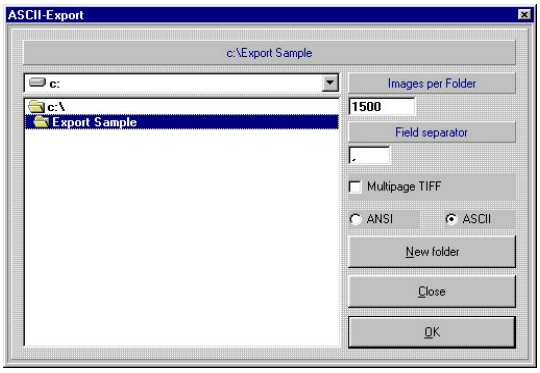
Text Annotations will be printed on a separate sheet of paper if this option is selected.

If the ***Print Index Information*** option is selected, the index information that was applied to the document will be printed on each page at the top of the page.

13.4 Export

It is possible to export the contents of a folder for use with other systems. An ASCII file will be created with the index information and references to the exported image files.

Selecting Export Folder from the File menu will display the following dialogue. Before starting the export, the directory the information will be exported to must be selected. The number of TIFF images to be written to each directory can also be set, as well as the field delimiter for the data file. The delimiter is the character within a record line used to separate the index records. A comma is normally used for this purpose. Multi-page documents can be exported as either a multi-page TIFF file, or separate TIFF files for each page of a document.



Pressing the ***OK*** button starts the Export. Subdirectories called **ASCII_xx** will be created off the selected export directory, and these will contain the TIFF images. The number of TIFF images in each directory is dictated by the **Images per Folder** parameter. Each subdirectory created will also have an INDEX.DAT file, which holds the index information related to the images.

13.5 Email

From the Hitlist right-click Send To menu, you can choose the E-mail option. This will open a new message window in the PC's default e-mail software, and place the currently highlighted document in the New Message Window.

Scanned, multi-page documents can be converted to multi-page or single page Tiff's depending upon the option selected in General Settings. Electronic documents will be copied in their native format.

14 Libraries

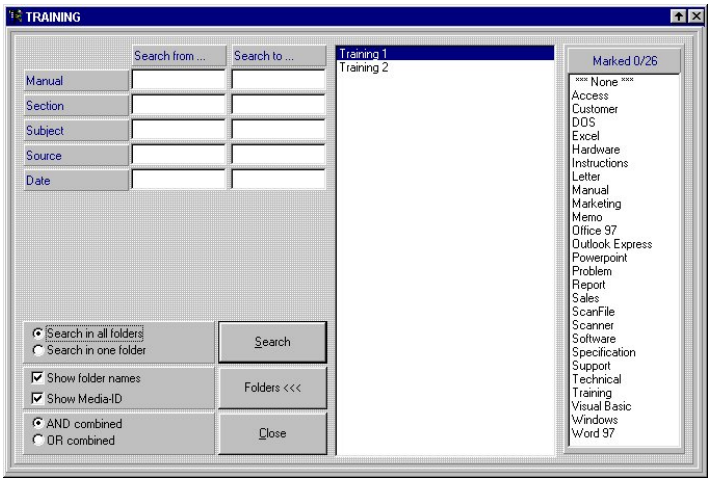
14.1 Overview

The Libraries feature is an option of ScanFile, which must be specified when purchasing ScanFile.

A library is a collection of the indexing information from ScanFile folders. Libraries negate the need to know which folder a particular document is in, as you will be able to search across all the folders that have been added to a library.

14.2 Searching Libraries

Firstly, you must open a library you wish to search in. To do this, select ***Open Library*** from the ***Libraries*** menu, and then choose the library you wish to open. The Library search screen will then be displayed.



All ten fields allowed in ScanFile folders will be shown on the search screen, and the field names from the first folder added to the library will be shown. Any of the fields can be used for searching, irrespective of the number of fields the first folder has, as other folders may have more fields.

The keyword lists applied to the folders is also available within Libraries, and can be used to search for documents in the same way as for folders. Selecting Hide Keyword List within General Settings will turn off displaying of keywords.

By pressing the ***Folders*** button, you can display the names of the folders in the library. You can also highlight a folder name, and choose to just search within that folder.
To search, specify the criteria and then press the **Search** button. A Hitlist will then be displayed showing the results of the search.

Unlike a folder, when the Hitlist is displayed and the Image Display window opened, the first page from the first file will not be shown. This is because the folder that the file is from may not be on-line. To show the contents of the file, you must double-click on the record on the Hitlist.

The column headings within the Hitlist will show the field names for the currently selected record. As it is possible for folders with different fields to be in the same library, the column headings will change to reflect the fields for the selected record.

15 Document Routing

15.1 Overview

Document Routing allows you to assign documents to pre-defined routes that will direct the documents to users and/or archives in an order that has been defined within the route. The Document routes consist of separate steps, which can vary depending on selected options. At each step the document can be assigned to a specific folder and/or users. Until each user at each step within a route has performed the required action, such as viewing or approving, the document will not move onto the next step in the route.

15.2 Sending Documents to a Route

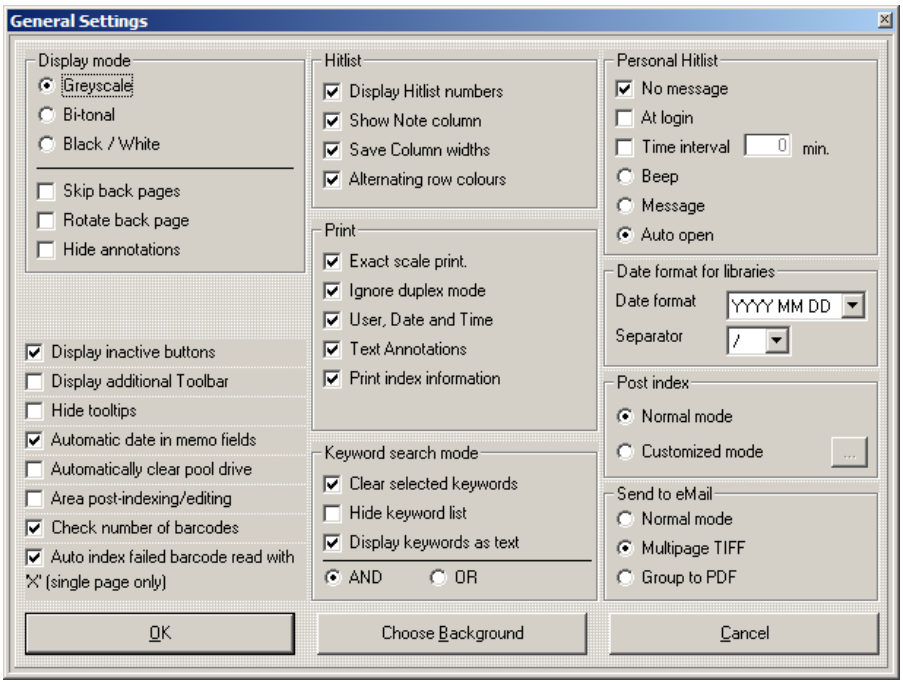
Once one or more Document Routes have been setup, so that the documents reach their destinations, they must be sent to the routes required. This is done in one of four places and all in the same fashion. On the Folder Hitlist, the Library Hitlist, an Image window or from FastPics (thumbnails) click with the right hand mouse button on the record(s) or image(s) you wish to send and select Send To Route. This will display a window listing all Routes that have previously been setup. Also on this window is an option called Split Records, this is used if multiple record or images have been sent to the Route and if selected will keep them in their original format. If this is not selected then multiple images or records that have been sent to the Route will be batched together.

16 General Settings

16.1 Overview

The General Settings screen can be found under ***Options, General Settings***. This allows you to set various options that will affect the quality of the displayed image, change how the Hit List is displayed, the main window background, and other options that change the Keywords display and image print stamping.

These can be changed at any time whilst using ScanFile, but some options such as ***Show additional Toolbar*** will only take effect when ScanFile is restarted.



16.2 Display Mode

The vast majority of PC monitors are unable to display a document at it's scanned resolution. As an example, an A4 page scanned at 200dpi results in an image 1664 pixels wide by 2532 pixels in length. This means that if the monitor resolution is lower than this, information from the image has to be 'removed' to be able to display it. This can then result in a loss of quality in the displayed image. ScanFile has three image display modes which can be applied so that optimum display quality can be achieved

Setting	Description
Greyscale	Applies 4 levels of greyscale to enhance the displayed image
Bitonal	Applies one level of grey to enhance the image
Black & White	Displays the image with no enhancement

When the scanned image is displayed at 1:1 level (one screen pixel for each scanned pixel), the Greyscale and Bitonal enhancements are not applied

The ***Skip back pages*** option, when enabled, will stop the reverse side of a double-sided scanned document from being displayed when browsing through a file.

If a double-sided page has been scanned, and the reverse side of the document is 'upside down' in relation to the front side, the ***Rotate Back Page*** option will display the reverse side of all files in the correct orientation.

The Hide Annotations option allows you to choose whether annotations added to a scanned page are displayed or not.

16.3 Hitlist Settings

The Hitlist is used to display the results of a document search. Four options are available, as follows:

The ***Display Hitlist Numbers*** option will give each record in the Hitlist a number. This will be in the first column of the Hitlist.

The ***Show Notes Column*** adds a column to the end of the Hitlist. The Notes column will show whether records have memos applied to them, or that the records are hidden. Records with a memo attached will show an 'M' in the Notes column. Hidden records will have an 'X'.

Save Column settings, if selected, allows each user, for each folder they have access to, to customise how the Hitlist is displayed. The order of the columns in the Hitlist can be changed, as well as the column widths. These settings will be saved with the folder or library being accessed.

The ***Alternating Row Colours*** setting changes the view of the hitlist from plain grey lines to alternating blue and grey lines, this can help when viewing similar index information.

16.4 Print Settings

When printing documents, if the ***Exact Scale Print*** option is enabled, pages will be printed at the exact scale at which they were scanned. This may mean that because a printer has a non-printable border, the page being printed will not fit onto one A4 page. When this option is not enabled, ScanFile will ensure that an A4 page will fit on a single printed page by slightly reducing the size.

When scanning double sided documents, ScanFile records whether a stored page was the front or back of a page. When printing these to a double-sided printer, if the ***Ignore Duplex mode*** is disabled, ScanFile will print each page as it was scanned - front pages will be printed on the front of a sheet, back pages will be printed on the back of a sheet. When this mode is enabled the pages will be printed in straight sequence.

The ***User, Date and Time*** option will print the name of the computer, the user, and the date & time the document was printed at the top of each sheet.

Text Annotations can be printed on a separate sheet to the image when this option is selected.

16.5 Keyword Search Mode

If a keyword list has been applied to a folder or library, you can choose how this is displayed, and how the keyword search will operate.

When a folder or library is open, the ***Hide Keyword List*** option, when selected, will not show the keyword list next to the folder or library fields.

Keywords can be displayed in two ways; the normal mode is to display them as text references. One of the features of the Canofile is index cells, which work in the same way as keywords. These cells can have graphic images scanned into them. When this information is converted to ScanFile, using the ScanFile Conversion option, the graphic pictures applied to a cell can be displayed by disabling the ***Display Keywords as Text*** option.

If a text reference was applied to a Canofile cell, or if the keyword list was created in ScanFile, the text will be shown in the cell box.

With the ***Display Keywords as Text*** option enabled, the keyword list will be shown in list format.

When using keywords to search for documents, multiple keywords can be selected. By choosing either the ***AND*** or the ***OR*** option, the search will find documents that have had ALL the selected keywords applied to them, or will find documents that have had ANY of the keywords applied to them.

16.6 Send to Email

This option allows you to select how black and white scanned images are sent to an e-mail message. If a document has multiple pages, the images can be put into the new message as either single page TIFF files, a multi-page TIFF file or as a PDF File. If a document is of mixed format – it also contains colour documents or Word/Excel files – these will be separate to the file(s). This setting also affects the ***Save to File*** option

16.7 Personal Hitlist

The Personal Hitlist, described earlier in this manual, is a way for each user to keep a list of documents together so that they do not need to search for them each time they wish to view them. Additionally, users can send documents to other users' Personal Hitlist. These options allow you to select whether users will be informed when another user sends a document to a user's list.

No message

No action will be taken if a new document appears in a Hitlist if the ***No message*** option is selected. A user will have to manually check for new documents in their personal hitlist.

At Login

Each time a user starts ScanFile, their Personal Hitlist will be checked for new messages if the ***At login*** option is selected.

Time Interval

A user's Hitlist can be checked at specific time intervals if the ***Time interval*** option is selected, and a time period entered.

How a user is informed about new documents can be chosen. The ***Beep*** option will play a sound, or a message will be displayed if the ***Message*** option is selected

Auto open

With this option selected, the Personal Hitlist will automatically open whenever a new document is added to it.

16.8 Library Date Format

The format in which date fields are displayed in ScanFile Libraries can be set from this option. You can select the order in which the days, months and years are displayed as well as the separator to be used.

The formats are:

DD MM YY
DD MM YYYY
MM DD YY
MM DD YYYY
YY MM DD
YYYY MM DD

Valid separators are '/', '-' and '.'.

16.9 Other Settings

With the ***Display Inactive Buttons*** option, you can choose whether buttons on the toolbars are displayed or not, dependent on whether they are applicable to the function being carried out. If this option is not selected, toolbar buttons will be greyed out when not applicable.

The toolbar along the top of the main ScanFile window will be shown when the ***Display Additional Toolbar*** option is selected.

Tool tips are short descriptions of the functions of the toolbar buttons. They will be displayed if the mouse cursor is left over a toolbar button for a moment. You can select whether these are displayed or not by the ***Hide Tool tips*** option.

The ***Automatic Date in Memo field***, will add the date and time of a memo to a memo applied to a document.

The ***Automatically Clear Pooldrive*** option is used by the Prepare CD function. When selected, the existing contents of the pool drive will be deleted prior to the new information being written to it.

The ***Area/Post-indexing function***, when selected, will allow you to set an area of the image to move and zoom to for each field in the folder. This is used during index editing, and when indexing documents from the Post-Index pool.

When scanning bar-coded documents, the contents of the barcode can be read during scanning and inserted into fields in the folder. You can select whether ScanFile will check if the correct number of barcodes has been read from the document, in relation to the number of fields in the folder that have been set with the barcode property. The ***Check Number of Barcodes*** option controls this.

If the ***Clear Selected Keywords*** option is enabled, when the Clear fields button is pressed in a folder or library, the currently highlighted keywords will be de-selected. If this option is disabled, the keywords will remain selected.

When scanning single page bar-coded documents, if ScanFile fails to read a barcode from a page, an 'X' can be placed in the folder barcode field, to identify the document for later indexing. The ***Auto Index failed barcode read with X*** option selects this. If this option is not selected, and ScanFile was unable to read a barcode, scanning will pause and you will be prompted to type in the index information into the barcode field.

16.10 Choose Background

The default display for the main ScanFile window is a grey background. Each user can change this by selecting the ***Choose Background*** button in the General Settings. You can then select whether you wish to choose a colour for the background, or to apply an image to the main screen background.

Colour

To choose a colour press the ***Choose Colour*** button, and the following dialogue will be displayed. You can then choose the colour you wish, and press ***OK***. The available colours will be dependent upon the settings of the display adaptor. You will then be returned to the Choose background screen shown on the previous page.

Image

Selecting the Choose Image option will allow you to apply a Bitmap (.BMP) file to be displayed in the main image window. The top left corner of the selected bitmap will be in the top left corner of the main ScanFile screen.

Find the Bitmap you wish to use, highlight it, and then press the OK button, from the Find File screen. You will then be returned to the Choose Background screen, which will show the name of the selected bitmap. Pressing the OK button will save your settings.

17 Additional Settings

17.1 Overview

Further settings are available within ScanFile, that allow you to select the language ScanFile uses, which barcode to read, and other scanning related functions. These are described below.

17.2 Choose Language

When installing ScanFile, you will be asked to select the desired language, but this can be changed at any time by selecting ***Choose Language*** from the ***Options menu***. Before the new language will take effect, ScanFile must be closed down and restarted. Available languages are:

English (US & British)
German
French
Dutch

In addition to these, Chinese, Japanese and Korean versions of ScanFile are available.

17.3 Choose Barcode

ScanFile has the ability to auto index documents that have barcodes on them. Up to ten barcodes can be read and applied to the index fields. The barcodes can be in any position on the first page of a file, and will be applied to the index fields in the order in which they appear on the first page. The barcodes will be read, and the index fields filled whilst scanning.

Five barcode formats are supported by ScanFile, and these are Barcode 3 of 9, Extended Code 39, 2 of 5 interleaved, Coda bar, and Code 128, and the barcode type required can be selected from ***Choose Barcode*** from the ***Options*** menu.

The barcode reading module can also recognise a barcode checksum, which checks for the validity of the barcode. The checksum number is NOT added to the index field.

The ***Rotate Barcode 90°*** will read barcodes that are printed down a page, rather than across.

The ***Enhance barcode*** option can improve the reliability of reading barcodes from poorly printed documents, such as those produced by dot-matrix printers. Please note that this process may slow scanning.

The Barcode reading function of ScanFile is an option, and is not supplied as standard with ScanFile.

17.4 Choose Brightness

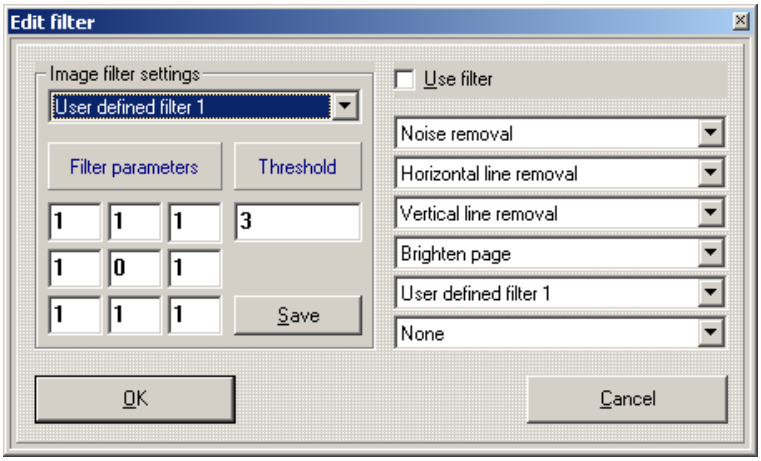
This option can be used to assign predefined brightness levels used during scanning to the function keys. Where, for example, documents have different background colours, and the scan quality using the automatic mode of the scanner is insufficient, manually set values can be applied.

By pressing the appropriate function key, that brightness level will be used during scanning. Obviously, the setting of these values is a matter of trial and error, but once the correct values are found, they need not be changed. This can be overridden by using either the automatic mode or by selecting the brightness level using the control on the toolbar.

A function key value of zero will, when that key is pressed, reactivate the scanner's automatic brightness function.

17.5 Setup Filter

This option enables you to enhance the quality of scanned page applying the predefined filter options, or by creating your own filter settings. The filter can be applied either after scanning, or during scanning if the ***Use Filter*** option is selected.



Up to three user defined filter settings can be created and saved. These can then be applied by selecting them from the drop down lists on the right side of the Filter Settings window. Up to six filters can be applied at any time, and they will be actioned in the order – from top to bottom – that they are selected in the drop down lists.

User Defined

The filter algorithm calculates the brightness of each pixel of an image. With black and white images, the brightness value of each pixel is binary: the value of a black pixel is 1 and of a white pixel 0. The brightness value to be allocated to a pixel is calculated by the weighted sum of the neighbouring pixels. These weighting factors give a 'coefficient' to a filter. Since the calculated brightness values have to be assigned either to black (1) or white (0) a threshold for the decision must be defined.

The setting of these parameters depends on the quality of scanned images, i.e. the image resolution, the zoom factor and the brightness of the image. Filtering generally enhances the screen display readability of low contrast microfilm images and reduces storage requirement dramatically.

Please note, it is possible, with the incorrect use of the filter to turn a scanned document completely black, or completely white. When working with filters, **NEVER** turn the ***Use Filter*** function on until you are sure that the filter settings are correct for the documents to be scanned. This can be done by scanning an example, amending the filter settings, and then selecting ***Filter Image*** from the Edit menu. This option will ask for confirmation before saving the filtered image.

Pre-Defined

There are six pre-defined filters that can be applied, and these are described below.

Option	Description
Noise Removal	This will remove single black & white pixels.
Horizontal line removal	This will remove horizontal lines
Vertical Line removal	This removes vertical lines
Brighten page	This will brighten the page
Darken page	This darkens the page
Complete Lines	Attempts to complete horizontal & vertical lines
Softer edge	Will soften edges of words and graphics, blending them with their surroundings
Harder edge	More clearly defines the edges of graphics, boxes and text.

17.6 Fast Search

The Fast Search option enables you to set what are called Binary Indexes against specific fields within a folder or library. A binary index can substantially reduce search times on folders and libraries with large numbers of index records, when the search is performed on the field set for binary indexing.

It is important to note, however, that a field set with a binary index can adversely affect the import of new records. This is especially so when importing folders into libraries. It is therefore wise to switch the binary index OFF before importing folders into libraries, and then to switch the binary index back on. To set a binary index for a field within a folder or library, first of all make sure that the folder or library is open. Then select Fast Search from the Search menu, and the following screen will be displayed. Select the field to set a binary index on, and then press ok. A binary index will then be created for that field.

18 CD Preparation

18.1 Overview

Once a folder has been completed, and is no longer required to be updated, it can be archived to other media such as CD. There is also an option to put a retrieval only version of ScanFile on to a CD with the folder or folders so that the information can be retrieved on any PC running MS Windows, even if that PC does not have ScanFile installed on it.

ScanFile does not itself have built-in CD Writing software, and therefore a third party application is required. Normally, this will be supplied with the CD writer. The normal method of CD writing is to specify within the CD writing application the information to be written to CD and then choose the write to CD option within the application.

Adaptec/Roxio have introduced software called DirectCD, which is not a specific application, but allows the user to copy files to a CD in much the same way as for any other device on a PC. As an example, if the CD writer has been allocated the drive reference of ‘F:’ within Windows Explorer, the directory ‘0MUK9FYC.SCF’ could be dragged and dropped onto the drive F: icon, and the folder will be copied onto the recordable CD.

What ScanFile allows you to do is to prepare the ScanFile folders for writing to CD. This essentially has three functions:

Group the folders to be written to CD into one location.

Group the folders to be copied to CD and a retrieval only version of ScanFile into one location.

Copy a retrieval only version of ScanFile into the root of the folder drive.

With the first two options a directory called CD_TRANS.CD will be created on the selected pool drive, and the folders and/or the retrieval version of ScanFile will be copied to it.

During the copying process, the contents of the folders are verified. Also, a unique archive file is created in the folder directory. Without this archive file, the retrieval version of ScanFile will NOT open the folder, and therefore any folders to be copied to a CD with the retrieval software, must be specified with the CD preparation dialogue. The archive file will also be created in the folder directory during Fast Preparation, where a CD_TRANS.CD directory is not created, and a retrieval version of ScanFile is copied to the folder drive root directory.

18.2 CD Tickers

If you wish to create a ScanFile Executable CD with a retrieval only version of ScanFile, this will require a CD Ticker. These can be purchased in groups from your supplier. Each executable CD preparation will use one CD ticker. These are a licences allowing you to put the retrieval only version of ScanFile on a CD. You can create as many copies of that CD as you wish.

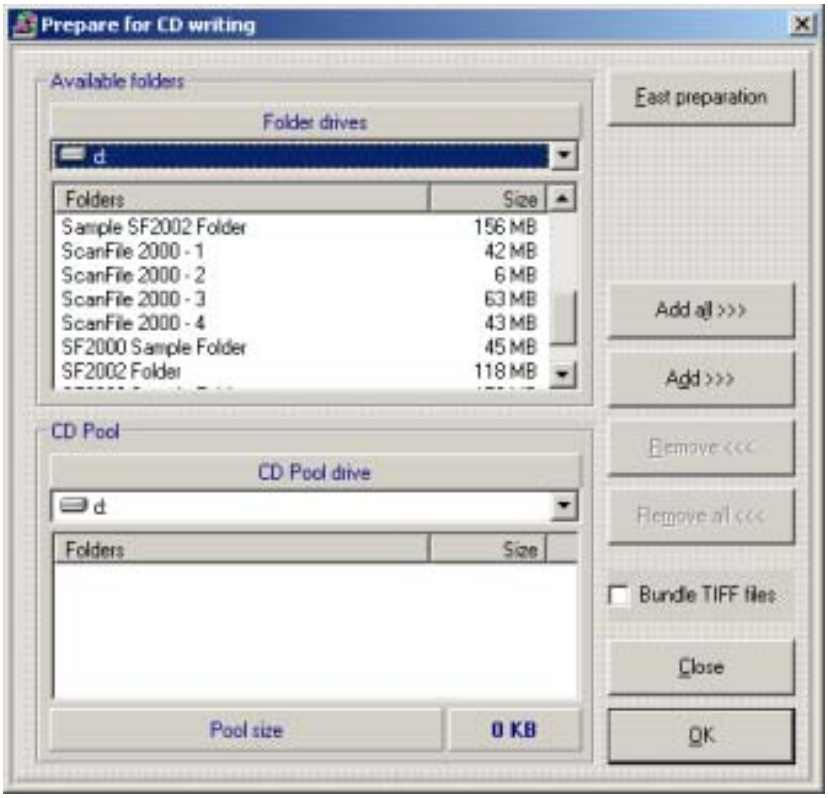
To register tickers within ScanFile, from the ***Options*** menu, select ***Display Ticker Status***. Each time you purchase a group of tickers, you must give the reported Site Code to your supplier, together with your ScanFile serial number, who will then send you a Site Key. Enter the Site key, and then press Activate. The number of Tickers remaining is shown as Tickers left.

18.3 Standard CD Preparation

The standard method of CD preparation is as follows:

Select the ScanFile CD Preparation option
Select the Pool Drive
Select the Folder Drive(s)
Add the folders to be copied to the Pool Drive list
Press OK
Choose whether to copy the retrieval version of ScanFile
Select whether to password protect the folder(s)

This will create the directory CD_TRANS.CD, and copy the folder(s) and, if selected, copy the retrieval version of ScanFile to it. To select CD Preparation, choose that option from the ***File*** menu, or click on the icon, and the CD Preparation screen will be displayed.



By dropping down the CD Pool Drive option, the drive to which the folders will be copied can be selected. Next, select the drive(s) containing the folders to be copied, and either the folders to the CD Pool individually, by highlighting the folder name and then clicking ***Add***, or by clicking ***Add All***, which will add all the folders from that drive to the CD Pool.

The maximum capacity of a standard CD is 650MB, however, when writing CDs, this will not be available as the CD writing program will use space on the disk in creating and closing the writing session. It is therefore wise not to let the size of the CD Pool go above 600MB.

The only other option to select at this stage is the ***Bundle TIFF Files*** option. If this is selected, all the separate TIFF files within a folder will be combined into one large 'Container' file, which has advantages when it is intended to place the CDs into a jukebox. If this is not selected, the TIFF files will be copied individually.

After the folders and options have been selected, click the ***OK*** button to start the process

A prompt will then appear asking whether a copy of the retrieval software is to be copied. If ***Yes*** is selected, the application will be copied to the CD_TRANS.CD directory.

If ***Yes*** was selected, the folders can be secured with a password to stop unauthorised access. A prompt will be displayed asking whether a password should be applied.

When ***Ok*** is pressed, the CD_TRANS.CD will be created on the Pool Drive, the folders will be copied, and, if selected, the retrieval version of ScanFile will also be copied.

The contents of the CD_TRANS.CD directory can now be copied to CD

18.4 Fast Preparation

With Fast Preparation, the folder is not copied into a CD_TRANS.CD directory, but is left in it's original location. The folder will have a special archive file added to it to enable it to be used with the retrieval version of ScanFile. Also, the retrieval software will be copied to the CD_TRANS.CD directory of the pool drive.

The process for selecting the folder is the same as described above, but to start the Fast Preparation, click on the Fast Preparation button in the CD Preparation dialogue. The folder will be checked, the archive drive will be added, and the retrieval software copied to the CD_TRANS.CD directory of the pool drive.

18.5 Writing to CD

How this is achieved, and what facilities are available will be dependent upon the software being used to write the data to a recordable CD. It is very important the ScanFile folders and software are written to the CD in the format that ScanFile will understand. ScanFile will ALWAYS look for folders in the root directory of the selected drive. If the folders are in a subdirectory of that drive, ScanFile will not be able to see them. If the CD_TRANS.CD directory and its contents are copied to CD, ScanFile will not see the folders.

The CD writing application must therefore be able to copy information from subdirectories of a hard disk, and write them to the root directory of the CD. Alternatively, the contents of the CD_TRANS.CD directory must be moved to the root directory of the drive before writing to CD.

With Fast Preparation, the folders and software will already be in the root of the folder drive, and they can therefore be selected and copied directly.

As mentioned previously, DirectCD can be used to just copy the folders and/or software directly from the hard disk to the recordable CD, from Windows Explorer.

Please refer to the manual supplied with the CD writing application for exact instructions on using the application.

19 Scanner Setup

19.1 Overview

ScanFile has inbuilt scanner device drivers for the following Canon scanners; DR-2080c, DR-3020, DR-3060, DR-3080c, DR-5020, DR-5080c, DR-6080, DR-9080c, DR-5060F, MS300, MS350, MS400, MS500, MS800 and the Canon Canofile 510. These are SCSI (Small Computer Systems Interface) devices, and therefore must be attached to a SCSI adaptor in the PC. A PC can have multiple SCSI adaptors installed.

First of all, the SCSI adaptor the scanner is attached to must be specified. This can be done by selecting from the top drop-down list in ***Select Scanner SCSI ID.*** If there is only one SCSI adaptor card installed in the PC, this will be selected by default.

The scanner itself then has to be selected. A SCSI Adaptor can have up to 7 SCSI devices attached to it. They are each identified by a SCSI ID in the range 0-7. Normally, the SCSI adaptor itself will be set to SCSI ID:7. this then leaves 0-6 for other devices.

The correct SCSI ID for the scanner can be selected by using the second drop-down list in ***Select Scanner SCSI ID***. For any SCSI device attached to the selected adaptor card, a description of what the device is will be displayed next to the SCSI ID

19.2 Scanning Resolution

Any scanning device has the ability to scan documents at different resolutions. These are measured in Dots per Inch (Dpi). In the majority of scanners, vertical and horizontal resolutions will be the same, although the Canon DR scanner range can scan at split resolutions.

The resolution that a document is scanned at will have two effects. The higher the scan resolution, the better quality image that will be produced. Higher scan resolutions will produce larger file sizes for a scanned image. As an example, scanning at 200dpi will result in 40,000 bits of information per square inch scanned. At 300dpi, this rises to 90,000 bits of information. With file compression, which ScanFile utilises, a typical 200dpi scan will produce a file of approximately 25-30k. A 300dpi scan will result in a file size of around 40-45k.

The resolution chosen to scan particular documents will very much depend upon the type of document being scanned, its quality, whether it is to be 'live' or 'archive' filing, and user preference.

19.3 Test Scan

The Test scan function is available within the inbuilt Canon scanner drivers, and allows you to scan a document with your selected settings, to see whether these settings are correct.

Place a document in the scanner feeder and then press the ***Test Scan*** button. The document will then be displayed in the Test Scan Display window.

The image quality can be checked from this window. The Plus (+) and Minus(-) signs in the bottom left and right of the Test scan window allow you to enlarge and reduce the size of the image. Pressing the O allows a box zoom - draw a box around the area you wish to enlarge. The # will display the complete image in the Test scan window. The image can be moved around within the window by pressing and holding the right mouse button, while the cursor is over the Test Scan window, then dragging the mouse around the window.

19.4 Scanner Control Sheets

The Canon DR-3020, DR5020 and DR05080c are delivered with two types of control sheets. The first type can change the scanner settings, whilst the second will affect how the documents are stored. The Control sheets can be inserted between pages/files and, during scanning, will affect either how the documents are scanned or how they are filed.

For each type of control sheet, four options are available

Detect & Scan, Continue Scanning

Detect & Skip, Continue Scanning

Detect & Scan, Stop Scanning

Detect & Skip, Stop Scanning

If the Detect & Scan option is chosen, the control sheet is stored in the ScanFile folder. If the Detect & Skip option is selected, the control sheet is not stored in the ScanFile folder.

When a control sheet has been detected, scanning can either continue or stop. You may wish to stop scanning so as to enter additional indexing information. Alternatively, you may wish to scan everything and then index it. In this case, choose the Continue Scanning option.

The Function Control sheets affect the operation of the scanner. With these sheets, during scanning, the scanning mode can be changed from Text to Photo mode, or vice versa, by the use of the appropriate control sheet. Using The Simplex and Duplex control sheets changes the scanning mode to either single or double-sided scanning.

Job Separation control sheets are used to divide documents placed in the scanner feeder into separate files when scanned. Place a Job Separation sheet between each file, choose the required ***Batch Detection*** mode, and then scan the documents.

19.5 Canon DR-6080 & DR-9080c

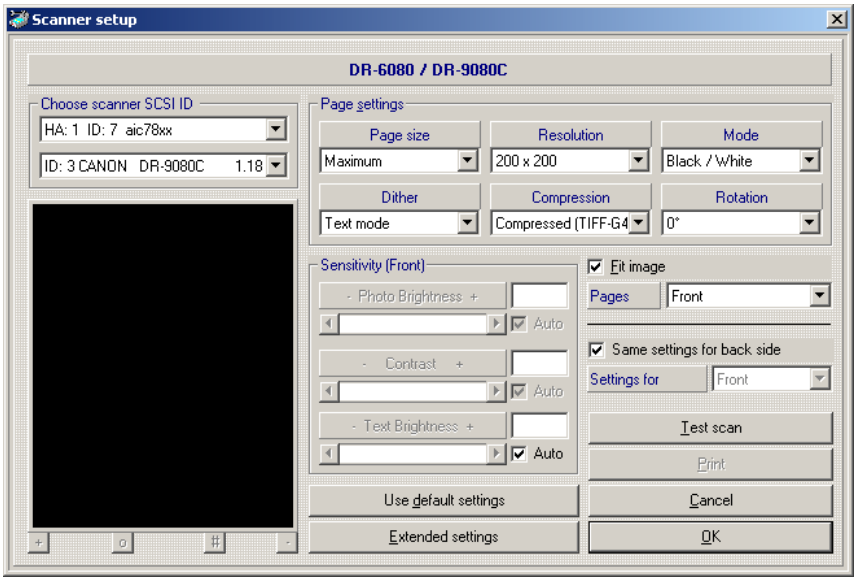
The DR-6080 and DR-9080c are high performance A3 scanners with a maximum scanning throughput of 120 and 180 images per minute respectively. They are both double-sided scanners with automatic paper size and thickness detection. Additionally, document skew is automatically corrected during the document feed.

The DR-6080 supports black & white and greyscale scanning whilst the DR-9080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution for both of these scanners is 600dpi.

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over several option screens which are selected from Scanner Setup. The most used options are collected together on the first screen displayed when Scanner Setup is selected.

The following screen shows the first screen displayed when choosing Scanner Setup for the Canon DR-6080 or 9080c.



Page Settings

Both scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting Front, Back, or Front/back scanning from the option on the screen above can do this.

The ***Fit Image*** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document. When this is set, the Page Size option is disabled

If scanning double-sided documents, different settings can be applied for each side of the documents. To use the same settings for both sides of the documents, click on the ***Same settings for back side*** option. To use different settings for each side, uncheck the ***Same settings for back side*** option, and then choose from the drop down list which side you wish to choose to set the scanning preferences.

For each side, or both sides of a document, the following options can be set.

The table on the following pages shows the available settings.

Setting	Description
Page Size	Select one of the following document sizes: Letter - 8.5 x 11 Inch Legal - 8.5 x 14 Inch A3 - 297 x 420 mm A4 - 210 x 297 mm A5 - 148 x 210 mm A6 - 105 x 148 mm B4 - 250 x 353 mm B5 - 176 x 250 mm B6 - 125 x 176 mm If *Fit Image* is enabled, this setting is disabled
	Window Page Size Setting If you select the Window page size option, you can specify an area of the document to be saved. To do this, select ***Window*** as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved. Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.
Resolution	You can select up to one of the following resolutions 100, 150, 200, 240, 300, 400 & 600dpi

Setting	Description
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate grey's and half-tones on the scanned document. This is useful when scanning photo's. The Inverted option allow you to change from black on a white background, to white on a black background.
Mode	This option is used to set the number of colours to be scanned. Please note that the DR-6080 supports black & Whiteand grreyscale mode scanning. All other settings are applicable to the DR-9080c. Black & White mode scans only in black & white. Greyscale Both scanners support Greyscale Colour The DR-9080c supports 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned. Please be aware that greyscale and colour scanning, especially at high resolutions, can result in extremely large file sizes.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0° 90° 180° 270°

Setting	Description
Compression	ScanFile will store images in one of four ways: Uncompressed TIFF Group 4 Compressed TIFF Jpeg Lura Document The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored. Uncompressed TIFF This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes. Group 4 Compressed TIFF This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded. Jpeg Greyscale and colour scanned images will be stored as TIFF files with Jpeg compression. JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' form the original scanned image, and will radically affect the size of the file produced. Lura Document Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. Both scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness.

To manually set a brightness value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the brightness value.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. Both the DR-6080 and the DR-9080c have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast.

To manually set a brightness or contrast value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the value.

Extended Settings

The Extended Settings option allows you access to the advanced functions of the scanners. Many settings are available from this option, and these are explained on the following pages.

Please note that several of these settings can affect the quality of the scanned image and they should therefore be used with caution.

Double Feed Detection

There are two methods to set the scanner to detect the simultaneous feeding of two or more sheets of paper. The scanners can perform an ultrasonic test for paper thickness, or can measure the length.

To set double feed detection, tick either the Thickness or Length checkboxes, or both. When you next scan a batch of documents, the first page fed through the scanner will have its thickness and/or length measured and the measurement then stored. Subsequent documents' measurements will be compared against the stored value and if the scanned document is thicker or longer than the stored value, an error will be displayed.

Filter Settings

The Filter settings can be used to improve the quality of the scanned image, and to set colour dropout areas where the document will not be scanned.

Dropout Colour

This function is only available for the DR-9080c and will disable the scanning of areas of the document of a particular colour. The settings are:

Option	Description
None	Disables Colour dropout
Red	Will not scan red parts of the document
Green	Will not scan green parts of the document
Blue	Will not scan blue parts of the document

Automatic Exposure

This sets the Automatic Exposure level and affects the brightness and contrast settings for the image. This has a valid range of 1 to 9 and can be set by moving the slider bar, or using the arrow keys to increase or decrease the value.

Edge Emphasis

This can be used to emphasis contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.

Other Settings

Several other settings options are available and these are detailed below.

Verify Count

This can be used to ensure that a known number of pages are being fed correctly through the scanner. Before scanning, the number of pages to be scanned can be set, and if that number of pages is not fed through the scanner, an error will be displayed.

Staple Detection

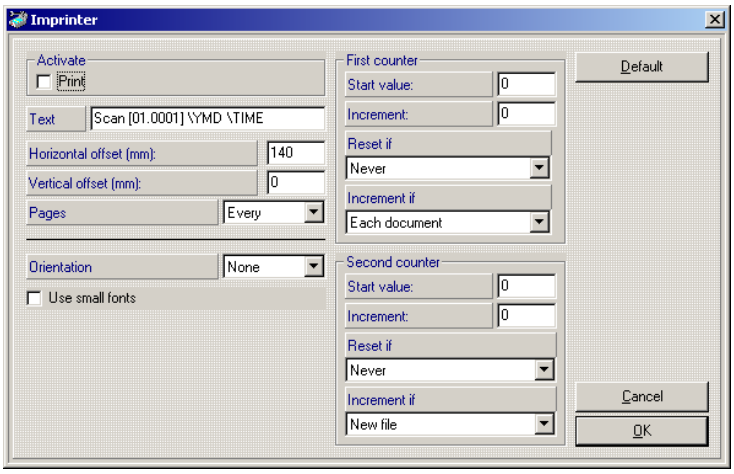
The scanners can detect unremoved staples that could damage them, or cause a paper jam.

Deskew by roll

This is a hardware document deskew capability that will ensure documents are fed through the scanner correctly.

Imprinter option

If the Imprinter option has been installed in the DR-6080 or DR-9080c, this can be configured by selecting the Imprinter option from the ***Extended Settings*** screen.



The Imprinter option allows you to print specified alphanumeric and symbol characters at any position on a page as it is being scanned. You can also embed the characters to be printed in the scanned image.

To set the Imprinter to print text on a page as it is being scanned, tick the ***Print*** checkbox.

The text to be printed can be specified in the ***Text*** field. If the counters are to be used, these must be specified within square brackets. If both counters are used, the values must be separated by a decimal point (full stop).

The ***Horizontal offset*** only applies if the text is to be embedded in the scanned image. You can specify the offset in millimetres from the left edge of the page. When printing text, the horizontal offset is applied manually, please refer to the scanner manual for instructions on how this is done.

The ***Vertical offset*** specifies the distance in millimetres from the top edge of the paper to start printing the text.

You can select to print the text on every page, on the first page of a new file as indicated by the New file key, by setting the ***Pages*** drop down list to ***Every*** or ***Next*** page.

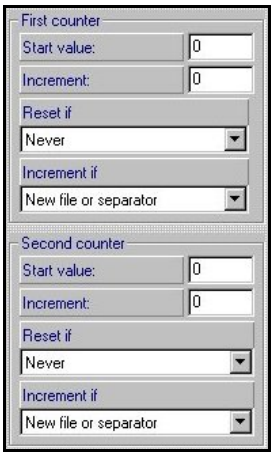
You can set the direction in which the text will print from the ***Orientation*** drop down list. The available values are None, 90, 180 and 270 degrees.

The ***Right to left*** option will set the Imprinter to add characters from right to left.

The default font size the Imprinter uses is 12x12 dots. You can select to use a smaller 8x7 font size by ticking the ***Use small fonts*** checkbox.

Counters

There are two counters that can be configured, and these options apply to both.



The Start value of the counter can be set as well as the value to increment the value for each page.

The following values can be set for the Reset if and Increment if options. Reset If will reset the counter to its start value. Increment If will add the specified increment value to the counter.

Never
Separator
New File or Separator
New File
Each Document

19.6 Canon DR-5020, 5080c & 5060F

The DR-5020, 5080c and 5060F are high performance A3 scanners with a maximum scanning throughput of 80 A4 pages per minute. They are all double-sided scanners with automatic paper size and thickness detection. Additionally, document skew is automatically corrected during the document feed process from the 500 sheet paper feed tray. The DR-5060F incorporates an inbuilt microfilm camera.

The DR-5020 supports black & white scanning whilst the DR-5080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution for both of these scanners is 400dpi. The DR-5060F supports black & white scanning only with a maximum scanning resolution of 300dpi.

Pre and post document endorsers are options which can be added to the scanners. A Barcode decoder can also be included as an option.

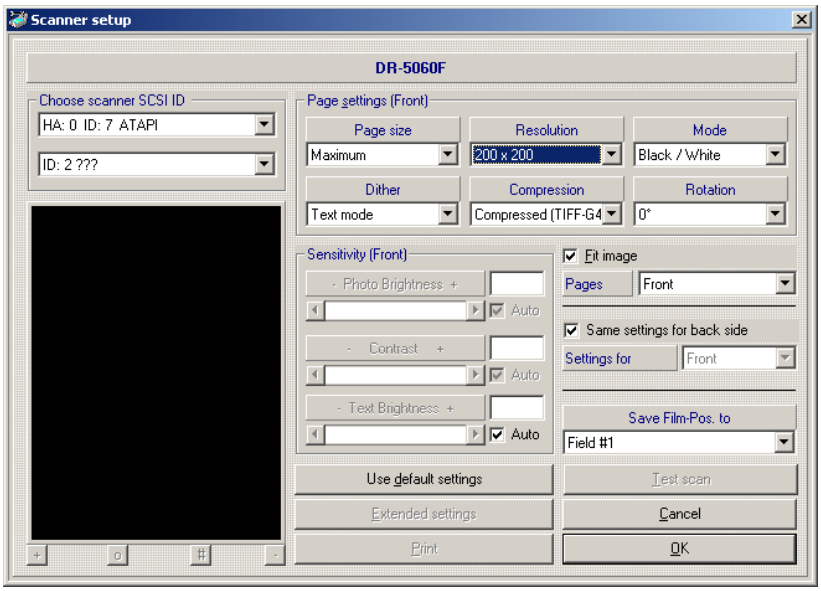
Document specifications are:

Width	55mm to 297mm
Length	70mm to 432mm
Thickness	0.06mm to 0.15mm (0.05 to 0.2mm Manual Feed)

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over several option screens which are selected from Scanner Setup. The most used options are collected together on the first screen displayed when Scanner Setup is selected.

The following screen shows the first screen displayed when choosing Scanner Setup for the Canon DR-5060F. This has an additional option to the setup screen for the DR5020/80c, allowing the film position to be saved to a folder field, but apart from that the screen have the same options.



Page Settings

All three scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting Front, Back, or Front/back scanning from the option on the screen above can do this.

The ***Fit Image*** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document. When this is set, the Page Size option is disabled

If scanning double-sided documents, different settings can be applied for each side of the documents. To use the same settings for both sides of the documents, click on the ***Same settings for back side*** option. To use different settings for each side, uncheck the ***Same settings for back side*** option, and then choose from the drop down list which side you wish to choose to set the scanning preferences.

For each side, or both sides of a document, the following options can be set.

The table on the following pages shows the available settings.

Setting	Description
Page Size	Select one of the following document sizes: Letter - 8.5 x 11 Inch Legal - 8.5 x 14 Inch A3 - 297 x 420 mm A4 - 210 x 297 mm A5 - 148 x 210 mm A6 - 105 x 148 mm B4 - 250 x 353 mm (ISO) B4 - 257 x 364 mm (JIS) B5 - 176 x 250 mm (ISO) B5 - 182 x 257 mm (JIS) If *Fit Image* is enabled, this setting is disabled
	Window Page Size Setting If you select the Window page size option, you can specify an area of the document to be saved. To do this, select ***Window*** as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved. Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.
Resolution	You can select up to one of the following resolutions 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300 and 400 dpi (Dots per Inch) With the above settings the horizontal scan resolution is the same as the vertical resolution. There are also 2 high speed scanning settings, which have split resolutions. The first figure is the horizontal setting, the second refers to the vertical setting. These are marked in the Resolution list with asterisks (*). 200 x100, 300x150

Setting	Description
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate grey's and half-tones on the scanned document. This is useful when scanning photo's. The Inverted option allow you to change from black on a white background, to white on a black background.
Mode	This option is used to set the number of colours to be scanned. Please note that the DR-5020 and DR-5060F only support Black & White mode scanning. All other settings are applicable to the DR-5080c. Black & White mode scans only in black & white. Greyscale The DR-5080c supports 4, 16 & 256 levels of Greyscale Colour The DR-5080c supports 3, 6, 12 and 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned. Please be aware that greyscale and colour scanning, especially at high resolutions, can result in extremely large file sizes.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0° 90° 180° 270°

Setting	Description
Compression	ScanFile will store images in one of four ways: Uncompressed TIFF Group 4 Compressed TIFF Jpeg Lura Document The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored. Uncompressed TIFF This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes. Group 4 Compressed TIFF This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded. Jpeg Greyscale and colour scanned images will be stored as TIFF files with Jpeg compression. JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' form the original scanned image, and will radically affect the size of the file produced. Lura Document Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. All three scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness.

To manually set a brightness value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the brightness value.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. Both the DR-5020, DR-5060F and the DR-5080c have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast.

To manually set a brightness or contrast value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the value.

Extended Settings

The Extended Settings option allows you access to the advanced functions of the DR-5020, DR-5080c and DR-5060F scanners. Many settings are available from this option, and these are explained on the following pages.

Please note that several of these settings can affect the quality of the scanned image and they should therefore be used with caution.

Double Feed Detection

There are two methods to set the scanner to detect the simultaneous feeding of two or more sheets of paper. The scanner can be calibrated for paper thickness and/or length.

To set double feed detection, tick either the Thickness or Length checkboxes, or both. When you next scan a batch of documents, the first page fed through the scanner will have its thickness and/or length measured and the measurement then stored. Subsequent documents' measurements will be compared against the stored value and if the scanned document is thicker or longer than the stored value, an error will be displayed.

Manual Thickness Adjust

The thickness setting can be manually adjusted when the automatic thickness detection is not used or when there are frequent double feeds of paper.

The setting ranges from 1 to 13, with 1 being the thinnest, and 13 the thickest setting.

To adjust this setting, tick the Activate checkbox, and then use the arrow keys at either end of the slider bar to increase or decrease the value.

Border Removal

You can set a margin around the scanning area. The value ranged from –10mm to +10mm.

To use this function, tick the Activate checkbox. To adjust the values, use the arrow keys or the slider bar to increase or decrease the value.

To enlarge the scanning area, to ensure the document edges are not clipped, set a plus value.

To reduce the scanning area, so that the image is not framed by a black border, set a minus value.

Filter Settings

The Filter settings can be used to improve the quality of the scanned image, and to set colour dropout areas where the document will not be scanned.

Erase Black Dots

This will automatically erase isolated black dots on a white background from the scanned image.

Erase White Dots

This will automatically erase isolated white dots on a black background from the scanned image.

Erase Notch

This will automatically remove areas that are caused by contours

Complete Thin Lines

This will automatically fill in broken or thin faint lines.

Dropout Colour

This function is only available for the DR-5080c and will disable the scanning of areas of the document of a particular colour. The settings are:

Option	Description
None	Disables Colour dropout
Red	Will not scan red parts of the document
Green	Will not scan green parts of the document
Blue	Will not scan blue parts of the document

Colour Dropout can be disabled for a part of the document by setting values in the Disable Dropout option. This is measured in millimetres, and is applied x mm from the top edge of the scanned image to x mm from the top edge of the image, where x is the value required.

Automatic Exposure

This sets the Automatic Exposure level and affects the brightness and contrast settings for the image. This has a valid range of 1 to 13 and can be set by moving the slider bar, or using the arrow keys to increase or decrease the value.

Edge Emphasis

This can be used to emphasis contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.

Other Options

Several other settings options are available and these are detailed below.

Verify Count

This can be used to ensure that a known number of pages are being fed correctly through the scanner. Before scanning, the number of pages to be scanned can be set, and if that number of pages is not fed through the scanner, an error will be displayed.

Auto New File

This setting can be used when batch scanning to automatically create a new file when the feeder empties. An option to continue scanning will be displayed and when this is pressed, a new file will be created.

Use Front Panel

When this is enabled, the front panel of the scanner can be used to override certain settings set in the scanner driver. In the case of the DR-5060F the front panel enables the user to also control the microfilm scanning functions.

DR-5060F Additions

An additional feature of the Canon DR-5060F is the Save Film Position To option on the driver screen. This calculates the position of the film from the ‘blips’ recorded on the microfilm by the built in camera unit on the scanner. When the position of the film has been calculated it can populate an index field in folders that have this option set.

Function Keys

This settings screen can be used to set the functions available on the four keys on the front panel of the DR-5020 , DR-5060F and DR-5080c

The available functions are:

Manual Thickness Adjustment

Scanner Calibration

Auto Thickness Detection On/Off

Auto Double Feed Detection On/Off

Imprinter On/Off

Save Settings

Gamma

This option is used to download to the scanner Gamma data settings used to express colours and tones. These can be set for each of the colours shown.

To select a file, choose the colour from the dropdown list and then press open File. This will allow you to select the Gamma settings file to associate with that colour.

Barcode Decoder

If the Barcode decoder option has been installed in the DR-5020, DR-5080c or DR-5060F, the Barcode Setup option will be available from the Extended Settings screen.

From this screen you can set which barcode types are to be searched for, and you can also specify an area of the document to search for barcodes, which can be on the front or back of a scanned page.

The scanners will recognise the following barcode types

EAN	UPC
Code 39	UPC-A
Codabar	UPC-E
Code 25	Code 128

Up to four barcodes of differing types can be searched for and read from a document. The number to read can be set in the Barcodes per page option.

To select the side of the page that the barcodes are on, choose the appropriate option from the Side drop down list.

To activate the barcode recognition, tick the Use barcode recognition checkbox. The Activate buzzer option will set the scanner to buzz each time a barcode is found and read.

Barcode Search Area

A specific area on a page to search for barcodes can be set. To select this option tick the Activate checkbox under Search Area.

The area to be read must be specified in millimetres, and the top left of the search area is set by putting the appropriate values in the Horizontal and Vertical offset value fields. You can then specify the width and height of the search area in the Width and Height value fields.

To set the scanner to read a particular barcode format or formats, tick the Activate checkbox in each of the barcode formats.

EAN

To read the Extended EAN format, tick the Extended checkbox.

Code 39

If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option. You can also select to include the start and stop characters in the barcode read by ticking the Return start/stop checkbox.

Codabar

If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option. There are two checksum options for Codabar, Mod 16 and DR7, which can be selected from the drop down list.

You can also select to include the start and stop characters in the barcode read by ticking the Return start/stop checkbox.

Code 25

If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. If this is selected, the checksum value can be returned by selecting the Return checksum option.

By selecting UPC, you can then also select UPC-A and/or UPC-E.

UPC-A

Extended UPC-A can be read by ticking the Extended checkbox.

If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. The header can also be returned by selecting the Return Header checkbox.

UPC-E

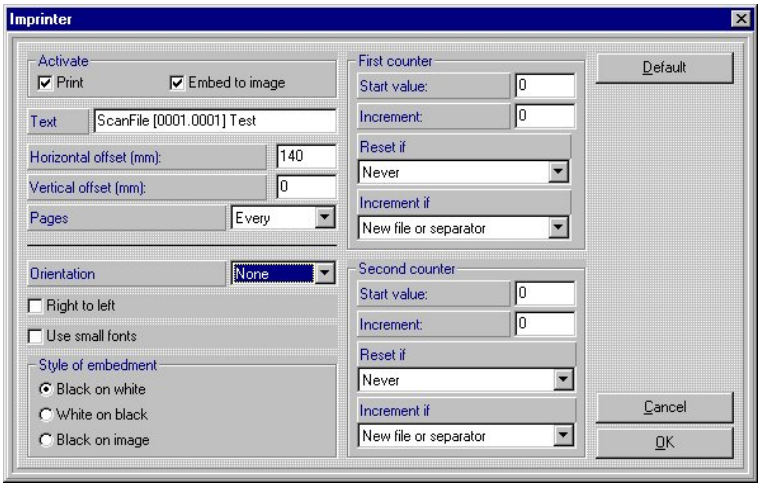
If the barcode has a checksum, this can be recognised by ticking the Recognise checksum checkbox. The header can also be returned by selecting the Return Header checkbox.

Code 128

Code 128 has no options.

Imprinter option

If the Imprinter option has been installed in the DR-5020, DR-5080c or DR-5060F, this can be configured by selecting the Imprinter option from the ***Extended Settings*** screen.



The Imprinter option allows you to print specified alphanumeric and symbol characters at any position on a page as it is being scanned. You can also embed the characters to be printed in the scanned image.

To set the Imprinter to print text on a page as it is being scanned, tick the ***Print*** checkbox. To embed the text as part of a scanned image, tick the ***Embed to image*** checkbox.

The text to be printed can be specified in the ***Text*** field. If the counters are to be used, these must be specified within square brackets. If both counters are used, the values must be separated by a decimal point (full stop).

The ***Horizontal offset*** only applies if the text is to be embedded in the scanned image. You can specify the offset in millimetres from the left edge of the page. When printing text, the horizontal offset is applied manually, please refer to the scanner manual for instructions on how this is done.

The ***Vertical offset*** specifies the distance in millimetres from the top edge of the paper to start printing the text.

You can select to print the text on every page, on the first page of a new file as indicated by the New file key, by setting the ***Pages*** drop down list to ***Every*** or ***Next*** page.

You can set the direction in which the text will print from the ***Orientation*** drop down list. The available values are None, 90, 180 and 270 degrees.

The ***Right to left*** option will set the Imprinter to add characters from right to left.

The default font size the Imprinter uses is 12x12 dots. You can select to use a smaller 8x7 font size by ticking the ***Use small fonts*** checkbox.

Style of Embedment

The way in which the text is embedded in the image can be set from one of three options.

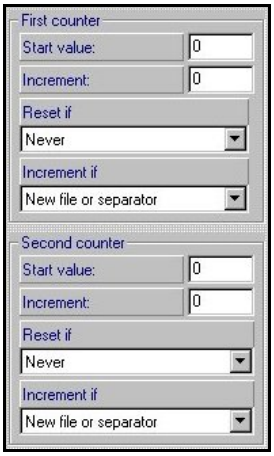
Black on White will print black text on to a white background.

White on Black will print white text on a black background.

Black on image will print black text on to the image.

Counters

There are two counters that can be configured, and these options apply to both.



The Start value of the counter can be set as well as the value to increment the value for each page.

The following values can be set for the Reset if and Increment if options. Reset If will reset the counter to its start value. Increment If will add the specified increment value to the counter.

Never
Separator
New File or Separator
New File
Each Document

Options Screen

The Options screen is for information and will show the attached scanner's installed or available options.

The Barcode, Imprinter and Endorser checkboxes will be ticked if the options are installed.

CC is a special filter option.

YG-LED will be ticked if the attached scanner is a DR-5020 or DR-5060F.

The Red/Green/Blue-LED checkboxes will be ticked if the DR-5080c is attached.

The View options are values returned by the scanner. The DR-5080c will tick all three checkboxes. The DR-5020 and DR-5060F will return only Black & White and Bi-tonal.

19.7 Canon DR-3060/3080c

The DR-3060 and 3080c are high performance A4 scanners with a maximum scanning throughput of 40 pages per minute. They are all double-sided scanners with automatic paper size and thickness detection. Both scanners incorporate a 100 sheet paper tray.

The DR-3060 supports black & white and 256 level greyscale scanning whilst the DR-3080c supports several modes up to a maximum 24 bit colour. The maximum scanning resolution for both scanners is 300dpi.

Post document endorsers are options which can be added to the scanners.

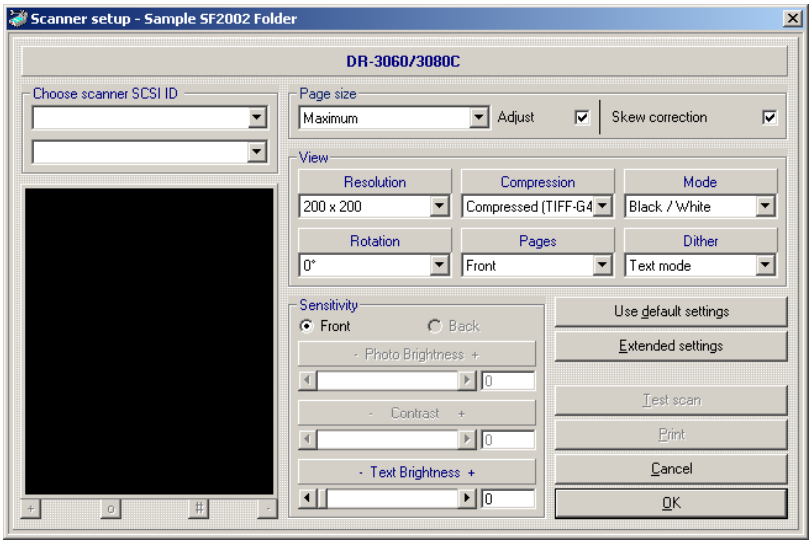
Document specifications are:

Width	55mm to 257mm
Length	70mm to 364mm
Thickness	0.06mm to 0.15mm (0.05 to 0.2mm Manual Feed)

Scanner Configuration

There are many options that can be selected for the scanners, and these are split over two option screens which are selected from Scanner Setup. The most used options are collected together on the first screen displayed when Scanner Setup is selected.

The following screen shows the first screen displayed when choosing Scanner Setup for the Canon DR-3060/3080c.



Pages Settings

Both scanners are capable of scanning single or double sided documents, and different settings can be applied for each side of a double sided document. The first option to select is whether to scan single or double sided. Selecting Front, Back, or Front/back scanning from the option on the screen above can do this. Please note that greyscale and colour scanning is only available for single sided, front page scanning on these scanners.

The Adjust option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document.

For each side, or both sides of a document, the following options can be set.

The table on the following pages shows the available settings.

Setting	Description
Page Size	Select one of the following document sizes: Letter - 8.5 x 11 Inch Legal - 8.5 x 14 Inch A4 - 210 x 297 mm A5 - 148 x 210 mm A6 - 105 x 148 mm B4 - 250 x 353 mm (ISO) B5 - 176 x 250 mm (ISO)
	Window Page Size Setting If you select the Window page size option, you can specify an area of the document to be saved. To do this, select ***Window*** as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved. Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.
Resolution	You can select up to one of the following resolutions 200, 240 and 300 dpi (Dots per Inch) With the above settings the horizontal scan resolution is the same as the vertical resolution. There is also a high speed scanning setting, which has a split resolution. The first figure is the horizontal setting, the second refers to the vertical setting. 300x150

Setting	Description
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate grey's and half-tones on the scanned document. This is useful when scanning photo's. The Inverted option allow you to change from black on a white background, to white on a black background.
Mode	This option is used to set the number of colours to be scanned. Black & White mode scans only in black & white. Greyscale The DR-3060 and DR-3080c support 256 levels of Greyscale Colour Only the DR-3080c supports 3, 6, 12 and 24 bit colour scanning. The larger the bit value selected, the more colour shades will be scanned. Please be aware that greyscale and colour scanning, especially at high resolutions, can result in large file sizes.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0° 90° 180° 270°

Setting	Description
Compression	ScanFile will store images in one of four ways: Uncompressed TIFF Group 4 Compressed TIFF Jpeg Lura Document The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored. Uncompressed TIFF This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes. Group 4 Compressed TIFF This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded. Jpeg Greyscale and colour scanned images will be stored as TIFF files with Jpeg compression. JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' form the original scanned image, and will radically affect the size of the file produced. Lura Document Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Skew Correction

This function is a software driver based skew correction facility that can be selected by a checkbox on the main scanner setup window. Should pages be scanned at an angle through the scanner, and not appear straight when viewing, this option will straighten the page and justify it which will help when performing other actions such as OCR.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. Both scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness.

To manually set a brightness value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the brightness value.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. Both scanners have automatic brightness and contrast functions built-in, but these can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast.

To manually set a brightness or contrast value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the value.

Extended Settings

The Extended Settings option allows you access to advanced functions of the DR-3060 and DR-3080c scanners. Many settings are available from this option, and these are explained on the following pages.

Please note that these settings can affect the quality of the scanned image and they should therefore be used with caution.

Automatic Page Suppression

This function allows both scanners to ignore unwanted blank pages being scanned. This can be performed for the front and back of a scanned page. To switch this option on click on the relevant activate checkboxes. The levels at which a blank page can be identified can be adjusted by the blackness threshold slide bar, this will help to identify pages with little surface coverage on the page and depending on the levels set will ignore those pages.

Dropout Colour

This function is only available for the DR-3080c and will disable the scanning of areas of the document of a particular colour.

The settings are:

Option	Description
None	Disables Colour dropout
Red	Will not scan red parts of the document
Green	Will not scan green parts of the document
Blue	Will not scan blue parts of the document

Colour Dropout can be disabled for a part of the document by setting values in the Disable Dropout option. This is measured in millimetres, and is applied x mm from the top edge of the scanned image to x mm from the top edge of the image, where x is the value required.

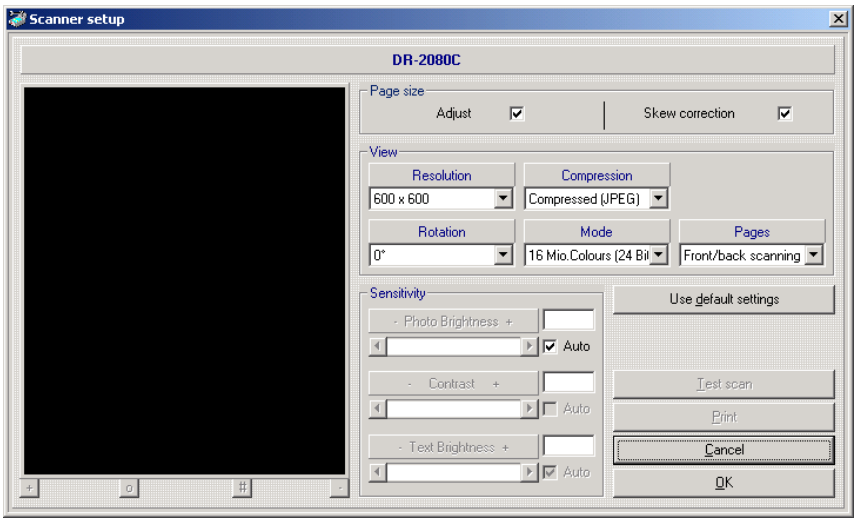
Edge Emphasis

This can be used to emphasise contour lettering, as well as softening scanned images such as photos. This has a valid range of 1 to 5 and can be adjusted by moving the slider bar, or using the arrow keys to increase or decrease the value.

19.8 Canon DR-2080C

The DR-2080C is a compact A4 workgroup scanner with a maximum scanning throughput of 20 pages per minute, or 39 images per minute when scanning double sided documents. The DR-2080C supports black & white and 256 level greyscale scanning, and 24 bit colour. The maximum scanning resolution is 600dpi.

The following picture shows the DR-2080C Scanner setup screen. ScanFile will automatically detect the DR-2080C.



Page Size

The ScanFile driver will automatically detect the size of the page being scanned if the ***Adjust*** option is selected. If it is not selected, the maximum scan size will be used, and the image may have a black border.

Skew Correction

This function is a software driver based skew correction facility that can be selected by a checkbox on the main scanner setup window. Should pages be scanned at an angle through the scanner, and not appear straight when viewing, this option will straighten the page and justify it which will help when performing other actions such as OCR.

Resolution

The DR-2080C supports resolutions from 100dpi to 600dpi. The resolutions available will be dependent upon the scanning mode selected.

Black & White/Greyscale	200-600dpi
24bit Colour	100-400dpi single/double sided
	600dpi single sided

Compression

ScanFile will store images in one of four ways:

Uncompressed TIFF
Group 4 Compressed TIFF
Jpeg
Lura Document

The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored.

Uncompressed TIFF

This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes.

Group 4 Compressed TIFF

This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded.

JPeg

Greyscale and colour scanned images will be stored as TIFF files with Jpeg compression.

JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image.

ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' form the original scanned image, and will radically affect the size of the file produced.

Lura Document

Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Rotation

A document can be scanned and then rotated and saved. The available rotation options are

0°
90°
180°
270°

Scan Mode

This option is used to set the number of colours to be scanned.

Black & White
256 Greyscale
24bit Colour

Please be aware that greyscale and colour scanning, especially at high resolutions, can result in very large file sizes.

Pages

You can select whether to scan single or double sided documents.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for the documents to be scanned. Different settings will apply dependent upon whether the document is to be scanned in black & white or greyscale and colour.

Black & White

In this mode, only the Text Brightness setting can be adjusted. The DR-2080C an automatic brightness function built-in, but this can be overridden and set manually if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness.

To manually set a brightness value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the brightness value.

Greyscale/Colour

In this mode, the Photo Brightness and Contrast settings can be adjusted. The DR-2080C has automatic brightness and contrast functions built-in, but these can be overridden and set manually if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast.

To manually set a brightness or contrast value, untick the Auto checkbox. You can then do one of the following:

Type in a value between 1 and 255

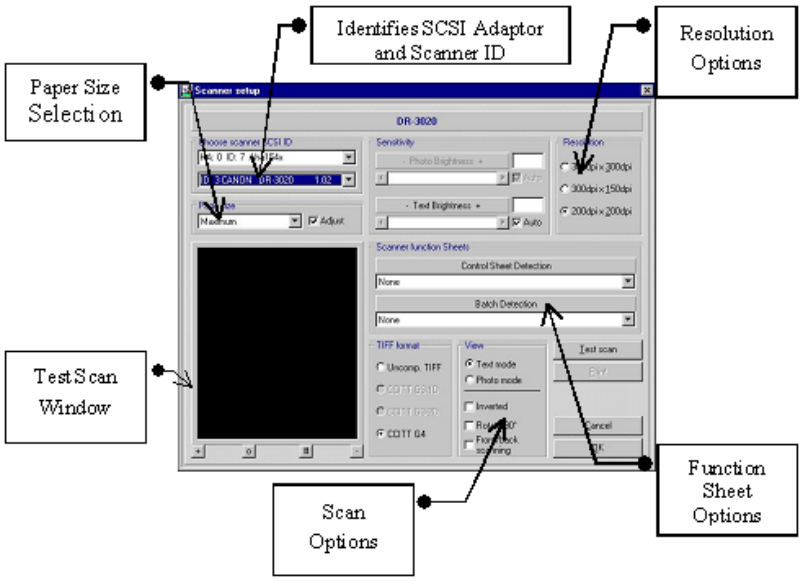
Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the value.

19.9 Canon DR-3020

The Canon DR-3020 is a 40 page per minute black & white scanner with automatic paper thickness and size detection, with a maximum paper size of B4. Its automatic document feeder can take up to 100 sheets at a time, and these can be either single or double-sided documents. It has an industry standard SCSI-2 interface. The DR-3020 has a maximum resolution of 300dpi.

To configure the DR-3020 scanning options, ensure that the DR-3020 is set as the default scanner by selecting Choose Scanner…Canon DR-3020 from the File menu, and then click on the Scanner Setup button. The following window will then be displayed.



Scan Resolution

The Canon DR-3020 has three scan resolutions

200x200dpi
300x300dpi
300x150dpi

The selected scan resolution will affect the quality of the image, and also the scan speed. At a resolution of 300 x 150dpi, scanning single-sided documents, the DR-3020 will scan at 40 pages per minute. At 300 x300dpi, scanning double-sided documents, will slow the scanner to 11 sheets per minute.

To select a resolution, just click, using the left mouse button, on the option you require.

Paper Size

The DR-3020 can scan up to B4 size pages. The paper size can be selected from the drop down list.

By selecting Maximum, and clicking on the Adjust option, the DR-3020 will auto detect the paper size.

View Options

These options will affect how the images are stored and displayed.

Standard documents will normally be scanned using the Text Mode. Photo mode scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the Photo mode option will result in larger scanned file sizes.

Documents, by default, are displayed using black text on a white background. The Inverted option allows this to be reversed, so that the document is displayed with white text on a black background.

The DR-3020 scans documents in 'portrait' format. For landscape documents, select the Rotate 90° option so that they will be displayed in the correct orientation.

When selected, the Front/Back scanning option will scan and store both sides of the scanned document. When not selected, only the front side of the document is scanned.

Brightness Controls

The Canon DR-3020 has an automatic brightness function, which should work with most documents. Unchecking the AUTO option, and then selecting the required brightness setting by using the slider bar, or by typing in the brightness value, between 1-255, can override this.

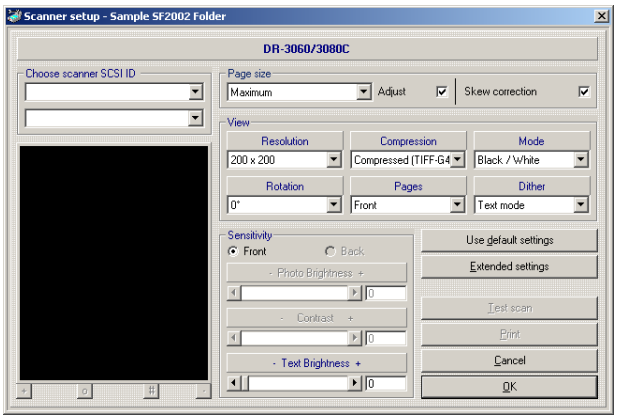
19.10 Axis 7000

The Axis 7000 is a network scan server box that will allow across-network scanning with any scanner that is attached and supported by it.

Scanner Configuration

There are many options that can be selected for any scanners attached to the Axis 7000, and these are defined in the Scanner Setup. The most used options are collected together on the first screen displayed when Scanner Setup is selected.

The following screen dialogue shows the first screen displayed when choosing Scanner Setup for the Axis 7000.



Please note that any settings that are defined for the Axis 7000 are dependant on the scanner that is attached to it. It is not possible to define which scanner is attached to it so the Axis 7000 must only be setup with the settings that are specific to that scanner. For example selecting to scan in colour, when a DR-5020 is attached, would not be possible as it is a black and white scanner only.

Scanner SCSI ID

To be able to recognise the Axis 7000 Scan Server you must enter it's IP Address and the User Name and Password that have previously been configured on the Axis 7000. The correct configuration of the Axis 7000 can be verified using your web browser, please refer to the Axis user manual for details on how to do this.

Pages Settings

Any scanners attached that are capable of scanning single or double sided documents can have different settings applied for each side of a double sided document. The first option to select is whether to scan single or double sided, by selecting Front or Front/back scanning from the ***Pages*** drop down.

The ***Adjust*** option sets the scanner to automatically detect the size of each page scanned, and will adjust the page size to the actual size of the document.

For each side, or both sides of a document, the following options can be set.

The table on the following pages shows the available settings.

Setting	Description
Page Size	You can select any Page Size that is supported by the scanner attached, please check the relevant sections of this manual to verify which Page Sizes are available for each scanner.
Resolution	You can select any Resolution that is supported by the scanner attached, please check the relevant sections of this manual to verify which resolutions are available for each scanner.
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate grey's and half-tones on the scanned document. This is useful when scanning photo's. The Inverted option allow you to change from black on a white background, to white on a black background.
Mode	This option is used to set the number of colours to be scanned. You can select any colour mode that is supported by the scanner attached, please check the relevant sections of this manual to verify which colour modes are available for each scanner. Please be aware that greyscale and colour scanning, especially at high resolutions, can result in large file sizes.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are Portrait Landscape

Setting	Description
Compression	ScanFile will store images in one of four ways: Uncompressed TIFF Group 4 Compressed TIFF Jpeg Lura Document The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored. Uncompressed TIFF This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes. Group 4 Compressed TIFF This format will compress the scanned image data, normally by a factor of 10 to 15. This is only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded. Jpeg Greyscale and colour scanned images will be stored as TIFF files with Jpeg compression. JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced. Lura Document Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Skew Correction

This function is a software driver based skew correction facility that can be selected by a checkbox on the main scanner setup window. Should pages be scanned at an angle through the scanner, and not appear straight when viewing, this option will straighten the page and justify it which will help when performing other actions such as OCR.

Sensitivity

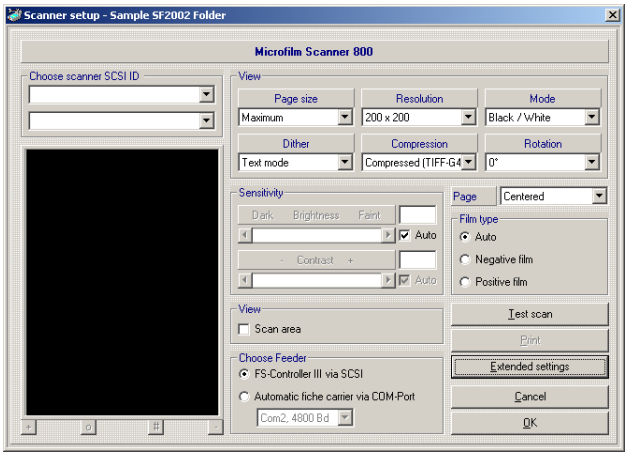
These settings allow you to adjust the brightness and contrast settings for each side of a document to be scanned. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

19.11 Canon MS300, MS350 & MS800

The Canon MS300, 350 and 800 microfilm scanners offers high speed and high resolution scanning and provide easy conversion and integration into existing digital environments. Full automatic search and retrieval/scanning functions are available via the optional FS Controller III, where the scanner suports it..

Scanner Configuration

The following screen shows the main settings screen displayed when choosing Scanner Setup for the Canon MS800.



Page Settings

A number of options can be set which will affect the size, quality and orientation of the documents being scanned. These are in the View section on the Scanner Setup screen.

The tables below and on the following pages show the available settings.

Setting	Description
Page Size	Select one of the following document sizes: Letter - 8.5 x 11 Inch Legal - 8.5 x 14 Inch A3 - 297 x 420 mm A4 - 210 x 297 mm A5 - 148 x 210 mm A6 - 105 x 148 mm B4 - 250 x 353 mm (ISO) B4 - 257 x 364 mm (JIS) B5 - 176 x 250 mm (ISO) B5 - 182 x 257 mm (JIS)
	Window Page Size Setting If you select the Window page size option, you can specify an area of the document to be saved. To do this, select *Window* as the page size, then perform a Test Scan on a sample document. A sizeable box will be overlaid on the image in the Test Scan window. Size the box over the area of the sample document, and the box size and location will then be saved. Please note that when this option is used, only the area of the document inside the box will be saved. All other parts of the scanned document will be discarded.
Resolution	You can select one of the following resolutions 200, 300, 400 and 600 dpi (Dots per Inch) With the above settings the horizontal scan resolution is the same as the vertical resolution.

Setting	Description
Dither	Use this setting when scanning in black and white mode. This applies error diffusion to simulate grey's and half-tones on the scanned document. This is useful when scanning photos. The Inverted option allow you to change from black on a white background, to white on a black background.
Mode	The scanners support black & white and greyscale scanning Black & White mode scans only in black & white. Greyscale The scanners support 4, 16 & 256 levels of Greyscale Please be aware that greyscale scanning, especially at high resolutions, can result in extremely large file sizes.
Rotation	A document can be scanned and then rotated and saved. The available rotation options are 0° 90° 180° 270°

Setting	Description
Compression	ScanFile will store images in one of Four ways: Uncompressed TIFF Group 4 Compressed TIFF Jpeg Lura Document The type of compression and file format you select is dependent upon several factors including the type of document to be scanned, and the type of output required of that document once stored. Uncompressed TIFF This format will perform no compression on the image data produced from the scanned document, and will result in large file sizes. Group 4 Compressed TIFF This format will compress the scanned image data, normally by a factor of 10 to 15. This is normally only used for black & white scanned images. This is a 'lossless' compression format which means that none of the original scanned information is discarded. Jpeg Greyscale images can be stored as TIFF files with Jpeg compression. JPEG is a standardised image compression mechanism, which is designed for compressing either full-colour or grey-scale images of natural, real-world scenes. Jpeg is a 'lossy' compression format, which means that data is discarded from the original scanned image data to achieve the levels of compression possible. It is possible to vary the amount of data to be discarded, and therefore the quality of the remaining image. ScanFile has various quality levels for Jpeg images which will determine how much data is 'dropped' from the original scanned image, and will radically affect the size of the file produced. Lura Document Lura Document is a standardised image compression ratio which is designed essentially for compressing either full colour or greyscale images to dramatically smaller files sizes. Lura document is also a ‘lossy’ compression format, however, ScanFile includes extensive options for determining levels of quality for Lura Document scanned images.

Sensitivity

These settings allow you to adjust the brightness and contrast settings for a document. Different settings will apply dependent upon whether the document is to be scanned in Text mode or Photo Mode. Photo mode applies error diffusion to simulate rescaling.

Text Mode

In this mode, only the Text Brightness setting can be adjusted. The scanners have an automatic brightness function built-in, but this can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness setting required for each page as it is scanned.

The Brightness setting can be any value between 1 and 255, with 1 being the darkest setting, 255 being the brightest. A value of 0 will select Auto brightness.

To manually set a brightness value, untick the ***Auto*** checkbox. You can then do one of the following:

Type in a value between 1 and 255

Drag the slider bar to the required value

Press the left or right arrow buttons at either end of the slider bar to increase or decrease the brightness value.

Photo Mode

In this mode, the Photo Brightness and Contrast settings can be adjusted. The scanners have an automatic brightness and contrast function built-in, but these can be overridden and manually set if necessary.

When the Auto checkbox is ticked, the scanner will automatically sense the brightness and/or the contrast setting required for each page as it is scanned.

The brightness and contrast settings can be any value between 1 and 255, with 1 being the darkest setting, 255 being the lightest. A value of 0 will select auto brightness or contrast

Feeder Selection

The MS250 and 800 can use the Canon FS Controller III for automatic film advancement while scanning. Additionally, an automatic fiche carrier is available in some countries

Scan Area Setting

The MS300 and 350 have an A4 Portrait screen, and the MS800 an A3 Landscape screen. On the MS800, the screen can also be separated into two A4 portrait zones or a centred A4 portrait zone. This setting will affect how the documents being displayed are scanned. There are four settings as follows:

Option	Description
Left	This will scan the left A4 portrait zone
Centred	Scans the Centred A4 zone
Separated	Scans the left and right A4 portrait zones, and stores the two pages separately.
Overlaid	This mode can scan two A4 portrait halves and combines them in to one A4 portrait. Each half on the A4 Portrait is centred within the left and right A4 portrait zones. The scan from the right zone will be the top half of the page and the bottom half will be from the left zone.

Extended Settings

This option can be used to set whether to use the front panel of the scanner to control scanning, rather than ScanFile itself.

FS Controller III

This section describes the setup and initialisation of the scanner with the FS Carrier III. A full description of this will be available in the FS Carrier III manual.

Blip Level	Description
1	Page
2	File – Page
3	Batch – File - Page

Setting	1 Blip	2 Blip	3 Blip	
Shift + F + Store				Return
Password	149	149	149	Return
1 Search Mode				Return
Mode #	5	2	3	Return
Canon Meth	No	No	No	Return
Ser Progr.	8	13	13	Return
Std Blip	Yes	Yes	Yes	Return
Neg. Blip	Yes	Yes	Yes	Return
N/P Key on	No	No	No	Return
Stand Slice	Yes	Yes	Yes	Return
Count Splice	No	No	No	Return
(Set)=#1 DOC	Yes	Yes	Yes	Return
Enable (Auto)	No	No	No	Return
Indexing	---	No	No	Return
Send Address	No	No	No	Return
Input OK	Yes	Yes	Yes	Return
8 X Plus Key				
Exit				Return

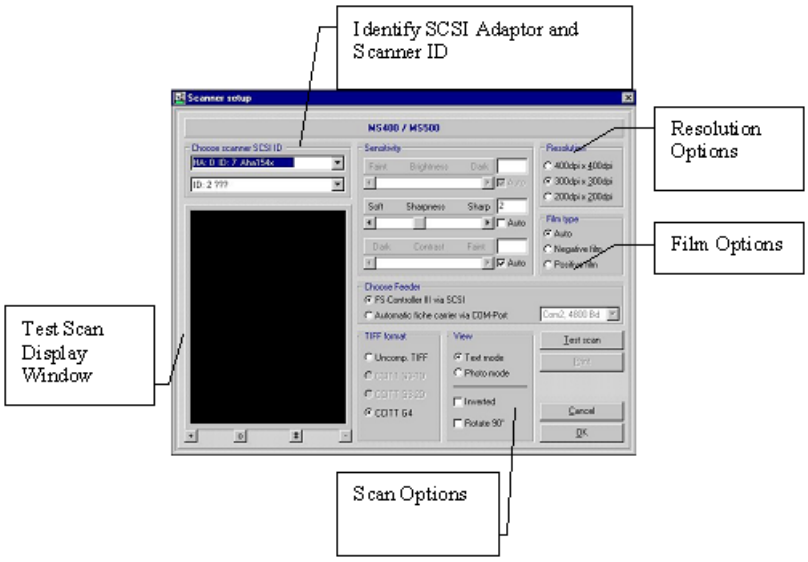
Option	Setting	
Film adjust vertical:	SHIFT + ↓ or ↑	Return
Film adjust horizontal:	SHIFT + 4 then Yes or No	Return

FS III Batch + File

Setting			
Shift + F + Store			Return
Password	149		Return
1 Search Mode			Plus key
2 Machine setup			Return
Trailer stop	No		Return
Mod F&C nstd	No		Return
E/M detect	Yes		Return
Key buffer	No		Return
Face U/D set	No		Return
Face down	Yes	Scan in ascending order	Return
Face down	No	Scan in descending order	Return
Adrs prt set	No		Return
Address prt	No		Return
Japanese MSG	No		Return
Input OK	Yes		Return
7 X Plus Key			
Exit			Return

19.12 Canon MS400 & 500

Canon's digital microfilm reader printers have an optional SCSI kit to enable them to be used as PC scanning devices. Two modes are supported – manual or automatic feed scanning. With automatic feed scanning, an FS Carrier III will be required, as well as blipped films. The maximum resolution of the MS scanners is 400dpi.



Scan Resolution

The MS400 & 500 have three scan resolutions

200x200dpi
300x300dpi
400x400dpi

The selected scan resolution will affect the quality of the image. To select a resolution, just click, using the left mouse button, on the option you require.

View Options

These options will affect how the images are stored and displayed.

Standard documents will normally be scanned using the Text Mode. Photo Mode scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the Photo Mode option will result in larger scanned file sizes.

Documents, by default, are displayed using black text on a white background. The Inverted option allows this to be reversed, so that the document is displayed with white text on a black background.

The scanned documents can be rotated 90 degrees clockwise by selecting the Rotate 90° option so that they will be displayed in their correct orientation.

Film Type

Use this option to set the type of film loaded into the microfilm scanner. The Auto option will automatically detect the type of film loaded.

Feeder

This option allows you to set the type of feeder used on the microfilm scanner. It can be set for the Canon FS Carrier III, or Auto Fiche Carrier. For the Auto Fiche Carrier, the Communication port and baud rate being used must also be set.

Please note that these feeder options may not be available in all countries. Please check with the supplier of the microfilm scanner for availability.

Brightness Controls

The scan brightness settings can be adjusted manually to suit the documents being scanned. Alternatively, the Auto option can be used to allow the scanner itself to determine the optimum setting.

FS Controller III

This section describes the setup and initialisation of the MS400/500 with the FS Carrier III. A full description of this will be available in the FS Carrier III manual.

Mode	Description
I	Page
II	File-Page
III	Batch – File – Page
VII	File - Page

Name	Mode I	Mode II	Mode III	Mode VII	
Shift + F + Store					Return
Password	149	149	149	149	Return
1 Search Mode					Return
Mode #	1	2	3	7	Return
Canon Meth	Yes	No	No	No	Return
Serge Progr.	31	13	13	10	Return
Ser. Level	1	---	---	---	Return
Std Blip	Yes	Yes	Yes	Yes	Return
Neg. Blip	Yes	Yes	Yes	Yes	Return
N/P Key on	No	No	No	No	Return
Stand Slice	Yes	Yes	Yes	Yes	Return
Count Splice	No	No	No	No	Return
(Set)=#1 DOC	Yes	Yes	Yes	Yes	Return
Enable (Auto)	Yes	No	No	No	Return
Indexing	---	No	No	No	Return
Send Address	No	No	No	No	Return
Input OK	Yes	Yes	Yes	Yes	Return
8 X Plus Key					
Exit					Return

SW103 – with FS Controller III

1	2	3	4	5	6	7	8	
•	•	•		•	•	•	•	On Off
			•					

SW103 – Without FilePrint 300

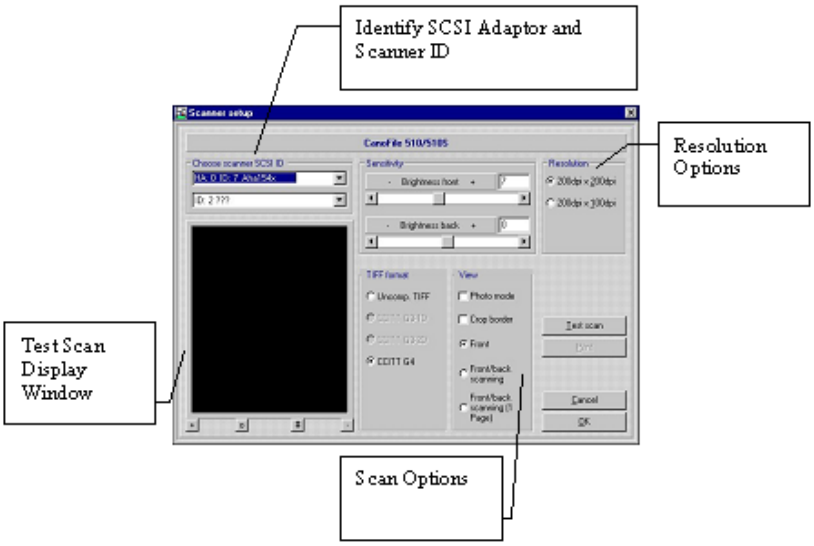
1	2	3	4	5	6	7	8	
•								On
	•	•	•	•	•	•	•	Off

Mode	Setting
Film adjust vertical	SHIFT + ↓ or ↑ then + or - then Return
Film adjust horizontal	SHIFT + 4 then Yes or No then Return

19.13 Canon Canofile 510

The Canofile 510 is a standalone electronic filing system with a built-in 50 page per minute double-sided scanner. This has been discontinued by Canon. However, the CF510 has a SCSI connection which enables it to be attached to a PC and used as a scanner. Only certain CF510s can be used as scanners, so please check with Canon to ensure compatibility.

The screen below shows the scanner setup for the Canofile CF510.



Scan Resolution

The CF510 has two scan resolutions

200x100dpi
200x200dpi

The selected scan resolution will affect the quality of the image. To select a resolution, just click, using the left mouse button, on the option you require.

View Options

These options will affect how the images are stored and displayed.

Standard documents will normally be scanned using the Standard Mode. Photo mode scanning will enhance the document during scanning, and result in better quality scans of pictures. Please note that the Photo Mode option will result in larger scanned file sizes.

Each document scanned by the CF510 will have a Black border up to the maximum paper size of the CF510 scanner. Choosing the Crop Border option removes this border.

The CF510 has a double-sided scanner, this can be set to scan the front of a document only or both sides of a document.

For double-sided scanning there are two options. Front/Back scanning will place each side of the document into a separate page. Choosing Front/Back One Page will result in both sides of the document being stored as one image.

Brightness Controls

The scan brightness settings can be adjusted manually to suit the documents being scanned. Alternatively, the Auto option can be used to allow the scanner itself to determine the optimum setting.

19.14 Kofax

Kofax manufacture specialist image processing boards for PCs to allow them to support high-speed scanners from companies such as Bell & Howell and Kodak. ScanFile has optional support for Kofax, and has been tested with the Kofax KF9250 and Adrenaline image processing boards, and uses ImageControls V2.x.

The scanner settings are applied directly within the Kofax ImageControls software, and will vary from device to device.

Please note that the Kofax option is not available in the UK.

19.15 TWAIN

ScanFile has support for TWAIN compliant devices. TWAIN is an open standard device driver for scanners, and any scanner supplied with a TWAIN device driver should work with software applications supporting the TWAIN standard.

The scanner settings for TWAIN devices are set directly within the TWAIN device driver itself. The TWAIN interface will be displayed when scanning is started from ScanFile, whereupon the scanner settings can be applied.

When selecting ***Scanner Setup*** from the ***Options*** menu, the TWAIN setup screen will be displayed.

From this screen you can select whether the TWAIN device driver interface will be displayed, and therefore whether you can change the current settings. If you choose not to display the screen the scanner will immediately start scanning.

If the scanner is a double-sided device, choosing the Use duplex mode will set the scanner to double sided scanning.

Some TWAIN scanners have built-in image compression capabilities to reduce the amount of information sent between the scanner and the PC. If the scanner has this capability, it can be selected by choosing the Use Compressed Transmission option.

20 General Information

20.1 Overview

This chapter describes several options which provide information about the ScanFile version, image information, and information concerning the activity that has taken place within folders.

20.2 ScanFile Version

This can be seen by selecting the Info option on the Help menu

20.3 Image Information

When a page from a document is displayed, information about that page can be obtained by ***choosing Image Information*** from the Help menu.

The location, and file number within the folder will be displayed, as well as such information as resolution, and compressed and uncompressed size.

20.4 Generate Report

An activity report for the actions that have taken place within a folder can be generated by selecting Generate Report from the Options menu. This will create a summary for each user showing the number of files and pages created or modified for the selected date. This feature can be opened by selecting ***Generate report*** on the ***Options*** menu.

Selecting the Create a Detailed Report option will show the file details for each file a user has created or modified.

This will be printed to the current default printer.

20.5 Exception Report

The Exception Report plug-in allows you to search through a field in a folder for any gaps in a numbering sequence.

Select Exception Report from the Plug-ins menu to start the program.

To select the folder to check, press the Open folder button, and then highlight the folder name, and press the ***OK*** button.

The screen displayed allows you to select the start and end values of the numeric range to search. You can also select the folder field to search in. Once you have entered the information, press the Start button to perform the range check.

If any numbers within the range are found to be missing, a file called ERROR.LOG will be created in the temporary directory. You will be given the option to view this file immediately the check has finished

21 LuraDocument

21.1 Overview

LuraDocument®, an option of ScanFile, is a document compression procedure which preserves text legibility together with high visual and colour quality. The basis of the LuraDocument procedure is the analysis and segmentation of documents. Mixed documents are segmented to generate the following three images:

- a binary image containing text,
- a foreground image preserving the text colour and
- a background image with the text removed.

The three images are then individually compressed using the most appropriate efficient techniques.

LuraDocument is particularly suited to documents scanned at a resolution of 300 dpi or higher, containing large image regions together with text.

The separation stage uses the segmentation to separate the document into three images of different resolutions: The text is removed from the original document to generate a colour or greyscale image containing the image regions and text background. This image is compressed using a specially adapted version of the “LuraWave” wavelet based image coder. The removal of text regions - extremely difficult structures for image coders to compress - enables a significantly higher compression performance to be achieved.

The removal of image regions from the Bitonal text image makes high compression rates possible. The Bitonal text image is compressed with a LuraTech developed context-based coder, generating compressed data 10%-40% smaller than that achieved by CCITT Fax Group 4.

A third image, containing colour for text regions, is generated and compressed using the “LuraWave” wavelet coder. The Bitonal text image is compressed with the original document resolution while the background and text colour images are coded with a reduced resolution.

21.2 Selecting LuraDocument

LuraDocument can be made the default image compression format for a folder when creating or editing a folder.

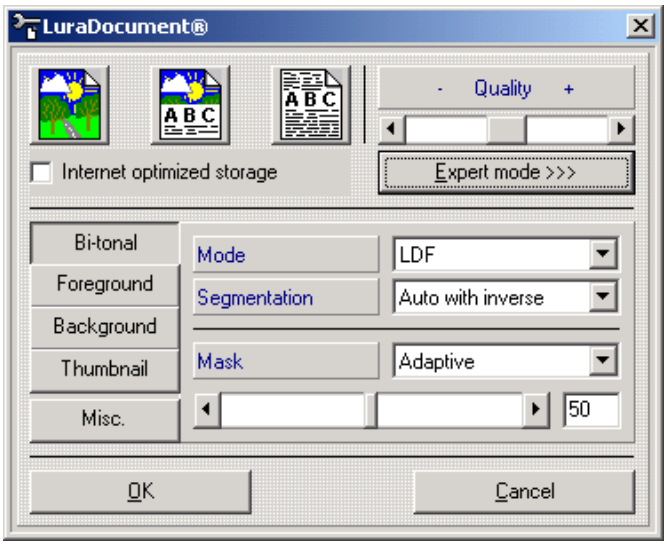
In the ***Import compression format*** field in ***Setup Folders***, you can set the default image compression format to LuraDocument or to TIFF G4/JTIF format.

This option can be changed at any time and also set within Scanner Setup for the DR-5020/5080c, DR-3060/3080c, DR-5060F and MS-800.

21.3 Settings Screen

The settings can be viewed and amended from two places in ScanFile. In Scanner Setup for the Canon DR-5020/5080c, DR-3060/3080c, DR-5060F and MS-800 when you select LuraDocument as the compression format, a tool icon will be displayed. Clicking on that will display the settings screen.

In addition, you can select it from the ***Compression*** option on the ***Options*** menu. With either option, the configuration screen will be displayed.



21.4 Predefined Settings

There are three pre-defined settings that can be used that for differing types of documents to be scanned. Additionally, these formats can be optimised for Internet retrieval using ScanFile WebServer.

Setting	Description
	This will set the compression to the optimum settings for graphic only images
	The compression will be optimised for images that are mixed text and graphics
	The compression will be set for text only images.

The are also 5 quality levels that will affect the compression levels of the foreground and background images, but will not affect the text compression.

The Internet optimised storage will change the storage mode to Embedded. The image can then be displayed progressively. The quality becomes continuously better during loading over telephone lines. An interrupt of the transmission results in a smoothed but full-size image

21.5 Expert Settings

The Expert mode allows you to alter the compression and quality levels of the image segments. These are divided into:

Bi-tonal
Foreground
Background
Thumbnail
Miscellaneous

Bi-tonal

The Bi-tonal settings are for the text part of the image and can determine how the text is segmented and stored, and the compression level.

Setting	Description
Mode	This sets the compression format in which the text is saved. This can be (LuraDocument) LDF, TIFF G4 or no compression
Segmentation	This defines whether the image is all text, a mix a text and graphics, or all graphics. An Auto mode is also available.
Mask	The mask sets how LuraDocument processes the image text. It can adapt it's processes dependant upon specific parts of the image, or process the whole image using the Constant setting
Quality	The quality can be set from 1 to 100

Foreground

The foreground image saves the text colour information, and can be set for differing levels of compression and quality thresholds.

Setting	Description
Mode	This sets the foreground image to Baseline or Embedded
Sample	The is the down-sample rate. The higher the value, the higher the compression and lower the image quality
Min. Quality	This sets the threshold for the minimum image quality, which if not achieved , can override the compression level.

Baseline

That mode does not consume as much working memory as the embedded mode. It is the only available mode if you compress very large images. The resulting image is partly embedded. The compression is a little bit faster than in embedded mode. If you display a baseline compressed image in your homepage and you have a bad transmission capacity the image will be displayed in top-down mode.

Embedded

This allows the image to be displayed progressively, and is optimised for internet delivery. The quality becomes continuously better during loading over telephone lines. An interrupt of the transmission results in a smoothed but full-size image

Background

The background image saves the graphics part of the image, and can be set for differing levels of compression and quality thresholds

Setting	Description
Mode	This sets the background image to Baseline or Embedded
Sample	The is the down-sample rate. The higher the value, the higher the compression and lower the image quality
Min. Quality	This sets the threshold for the minimum image quality, which if not achieved , can override the compression level.

Baseline

This mode does not consume as much working memory as the embedded mode. It is the only available mode if you compress very large images. The resulting image is partly embedded. The compression is a little bit faster than in embedded mode. If you display a baseline compressed image in your homepage and you have a bad transmission capacity the image will be displayed in top-down mode.

Embedded

This allows the image to be displayed progressively, and is optimised for internet delivery. The quality becomes continuously better during loading over telephone lines. An interrupt of the transmission results in a smoothed but full-size image

Thumbnail

These settings affect how the thumbnail is generated and stored.

Setting	Description
Mode	This sets the thumbnail image to Baseline or Embedded
Min. Quality	This sets the threshold for the minimum image quality, which if not achieved , will affect the thumbnail generation.

Miscellaneous

You can set a compression factor that LuraDocument will attempt to achieve. The factor can be set from 1 to 100.

The compression that can be achieved using LuraDocument depends on many factors. Generally documents with higher resolutions (high dpi number) are easier to compress. The complexity of the document has a major influence. If the amount of text is very high compression is very difficult as the text layer is always compressed lossless. For the background image and the text colour image the quality or compression ratio can be chosen.

So the total compression ratio can be controlled via the size of the text layer (dependent on the settings of quantization and segmentation) and the quality of the fore- and background images.

If a compression factor set during compression, the library will try to achieve this compression exactly. However it is possible that the text layer is to huge or that in order to guarantee the minimal requested image quality the actual rate may be higher.

To reach maximum compression two things should be observed:

As the text layer is compressed lossless, the text layer has to be kept as small as possible:

Automatic text detection will always result in smaller text sizes that the setting “everything is text”. However if the text sensitivity levels is too low some letters may not be detected.

High compression ratios may also be obtained by lowering the minimum image qualities. Another way to increase compression is to lower the resolutions for text colour image and the background image. This can be done if the document has a simple structure.

22 WebServer

22.1 Overview

Companies are rapidly embracing Internet technologies, supporting remote and mobile users and implementing corporate intranets using the web browser as the universal desktop client application. As this trend continues, internal and external users, such as customers and partners, are demanding Internet access to corporate document repositories. ScanFile WebServer is uniquely positioned to deliver the vast benefits of Internet technology to users.

With ScanFile WebServer, you can give anyone, anywhere in the world access to your document libraries. ScanFile WebServer is an internet server based application that allows the retrieval of documents using just a web browser. Whether you wish to make documents available over the internet or an intranet, ScanFile WebServer is the fast, secure, reliable and easy way to do it.

Used together with ScanFile 2003, you have everything to store and reference your documents, and then retrieve them no matter your location

Features

Full search, display and download options on ScanFile document libraries

Users only have access to authorised libraries

Fully automatic update of libraries

No additional client software required - just use a web browser

Any type of document stored in ScanFile can be displayed or downloaded.

Complete audit trail report on accessed documents

22.2 Opening WebServer

All a user requires to be able to retrieve documents via WebServer is browser software and a valid ScanFile user name and password.

Login Page

To access WebServer, the address of the WebServer site needs to be entered in the browser software, which will then display the WebServer login page. Enter a valid ScanFile user name and password and then press the Login button. If the details are correct, the Open Library page will then be displayed.

Open Library Page

From the Open Library Page, you can select the ScanFile Library you wish to open by highlighting the Library name in the list, which only shows the Libraries that the ScanFile user is allowed access to. You can also choose to set your user preferences by clicking on the ***Settings*** button, which will then display the Settings page.

Settings Page

The ***JPEG Quality*** setting will affect the time taken to view colour images, and can be set from 1 to 100 with 100 being the best quality.

You can also select the language to use, and, if you are downloading documents, a password that will be applied to the ZIP file created to hold the downloaded documents.

Pressing the ***Back*** button will return to the Open Library page without saving any changes. The ***Save*** button will save the changes and then return to the Open Library page.

LuraDocument

The LuraDocument settings allow you to specify how documents saved in the LuraDocument format are displayed and downloaded.

To display Lura format documents in Lura format, you will need the Browser plug-in loaded. This is available for download from **www.spielberg.de**, on the Updates page. Alternatively, you can select to have them converted to GIF/JPEG form before display or download, in which case, your standard browser will be able to display the documents.

22.3 Library Search

When you open a Library, the Library Search page will open. This allows you to enter the search criteria for the documents you wish to retrieve. The fields associated with the library will be displayed as well as the keyword list, if any. The list of folders imported into the library will also be displayed.

Wildcard and range searches can be performed, and you can also choose to search across all folders in the library, or just a specific folder. Multiple keyword selections are also supported. When you have entered your search criteria, click on the ***Search*** button, which will then produce a hitlist of matching documents.

OCR Search

You can also perform full text searches on the library, if full text OCR recognition has been performed on the folders within the library. Clicking on the ***Full text search*** button at the top of the Search page will display the search page.

You can search on multiple words, or a phrase, and this can be an AND or an OR search.

The ***Clear Fields*** button will clear any search information previously entered.

You can return to the Open Library page by press the ***Library*** button, or logout by pressing the ***Logout*** button

Search Results Page

The results of a search will be displayed on the Hitlist page, with up to 13 hits displayed on a page. For a standard search, each hit will refer to a complete document whereas for a full text search, each hit refers to a page within a document, so there may be several hits that reference the same document. The Hitlist can be sorted by any of the fields, by clicking on the Field name at the top of the Hitlist.

If more than 13 hits are found, you can page though the hits by using the navigation buttons at the bottom of the Hitlist.

To view a document, or page of a document, click on the Document Number on the left of the document index information. If FastPics are being displayed, the pages of the document will be displayed in the FastPics frame. You can then select a page to view by clicking on it. If FastPics are not being displayed, clicking on the Document Number will display the first page of the document.

FastPics

By default, the Search results page will display thumbnail representations of the pages of a record at the bottom of the page. You can choose whether these are displayed or not by pressing the ***FastPics on/off*** button at the top of the page. If there are more pages in the document that can be displayed in the FastPics frame, a scrollbar will appear on the right of the frame.

If the documents being displayed are the result of a full text search, the page the word(s) or phrase was found on will be highlighted.

Memo's

If a document has had a memo attached to it from within ScanFile, this will be indicated in the memo column by a tick. Clicking on the tick will then show the contents of the memo.

You can return to the Search Results page by pressing the ***Back*** button.

Download

Clicking on the Disk icon at the end of each record, will allow you to download the document to your PC. As complete documents can consist of a mix of file types, such as scanned images, MS word and Excel documents etc, these will be bundled together within a ZIP file.

22.4 Viewing Documents

When you select a document for viewing, the first page of the document selected will be displayed, or the page selected from the FastPics or Full text search.

How a document is viewed will be dependent upon the type of document being viewed, and which browser software you are using. All black & white and scanned documents can be viewed directly within the Document View page.

Electronic format documents such as MS Word & Excel documents require that the source application be present. Applications such as Microsoft Word and Excel can be opened within Internet Explorer, and therefore these format documents will be viewed with the Document View page. For Netscape, these applications will be opened independently of the browser.

You can return to the Hitlist or the Search pages by pressing the appropriate button on the left of the Document View page, or you can Logout by pressing ***Logout.***

Document Viewing Tools

On the left of the Document View page are a number of tools that allow you to alter how a document is viewed, and to select the document, or page of a document to be viewed.

Rotate Page 0°

Rotate Page 90°

Rotate Page 180°

Rotate Page 270°

Enlarge Page Size

Reduce Page Size

View Next Page

View Previous Page

Go to 1st Page

Go to Last Page

Go to Previous Document on the Hitlist

Go to Next Document on the Hitlist

In addition to the tools above, you can select the page number to view and the zoom level using the options at the top of the Document View Page.

You can choose which page to view, and its zoom level by typing the page number and clicking on the ***Show*** button. The zoom level can be selected from the drop down list.

The ***Download*** button will download, in ZIP format the currently displayed page.

23 RemoteStation

23.1 Overview

ScanFile RemoteStation is a client-server application that allows you to store documents to a central ScanFile store from any location. Using TCP/IP connectivity, combined with ScanFile security, client workstations can send documents to the RemoteStation server, which will then store them to the selected ScanFile document folders. In addition, the RemoteStation Client can be used for retrieval from your ScanFile document store. RemoteStation is an ideal application for centralised scanning workstations and to allow remote offices access to your ScanFile document store.

An advanced function of RemoteStation Server is it's ability to act as a master server, allowing users to store documents to slave RemoteStation Servers, therefore allowing a central user access point for storing documents, which can then be distributed to ScanFile document stores located elsewhere.

Release 6.1 adds new features to RemoteStation such as scheduled sending of documents to the RemoteStation server, support for TWAIN scanning devices and the sending of electronic format documents, and when scanning, to select between single and multi page file scanning.

This chapter describes the use of the RemoteStation Client. The installation and configuration of both RemoteStation Server and Client are described in the Administration Guide.

The Key Features are:

- TCP/IP based Client/Server architecture
- Scan or Send Documents directly to:
  - Remote ScanFile Document Stores
  - ScanFile registered users
  - Email
  - Networked Printers
  - Local printers
- Support for the following Canon scanners:
  - DR-3020
  - DR-3060
  - DR-3080c
  - DR-5020
  - DR-5080c
  - DR-5060F
  - MS400
  - MS500
  - MS800
  - TWAIN Devices
- Comprehensive Security
  - Logon by username/password
  - Full Audit log of all activity
  - Encrypted document transmission
  - IP Range Restrictions

23.2 Starting RemoteStation

To start RemoteStation, select the RemoteStation Client from the ScanFile program group. You will then be required to login using a valid ScanFile user name and password. Once logged in the main RemoteStation menu will be displayed, showing 3 options:

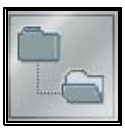
View Protocol
Search
Scan/Send

Keyboard

If the RemoteStation does not have a keyboard attached, and is using a touch screen, a screen based keyboard can be used anywhere within RemoteStation by pressing the Keyboard picture at the bottom left of the RemoteStation screen.

Tools

RemoteStation uses standard icons throughout to navigate through the application. The main tools are described below.

Tool	Description	Tool	Description
	Logout		Search
	Previous screen		Next screen
	Single Page Scan		Multi Page Scan
	Server or Workstation		Internet Email
	Scan Document		Select Document Source
	Send Document to Queue		

23.3 View Protocol

This option can be used to monitor the status of scanning jobs waiting to be sent to a server, and also the history of specific types of jobs sent to the server.

The time taken for scanning jobs to be sent to the server can be affected by several factors, the main one being the speed of the connection between the client and the server.

Local Sending State

This will show any documents queued locally that are waiting to be sent to the RemoteStation server.

Serverside

This option will show the job history for a user on a RemoteStation. All the jobs sent by a user to the Server can be listed. If there is more than one RemoteStation server available to a user, you must first select the server you want to view the history on. You can then select the user.

On the Settings screen, you can select to view the history for each of the four Send option:

Folder
User
Email
Printer

Select one of these, and optionally add a single date or date range and then press the ***Forward*** button, and the send history will then be displayed.

23.4 Search

The Search option from the main RemoteStation menu will display the list of folders that the currently logged in user has rights to access.

If there is more than one RemoteStation Server registered, then you will need to select the server that holds the folder you wish to search first.

Search Screen

Selecting the folder will display the Folder Search screen that will show the folder fields. Searching within RemoteStation gives the option to perform range searches within the selected folder, the first value being entered in the first field alongside a field name, and the second value in to the second field alongside the field name.

You can also choose whether the search is to be an AND search or an OR search.. The AND search will result in producing a list of documents that match the search criteria entered into ALL fields. The OR search will list those documents that match the criteria entered into ANY of the folder fields.

Once the search criteria has been entered, pressing the Search button will show the list of matching documents.

Hitlist

The Hitlist will show all documents that matched the search criteria entered. Each documents complete index information will be shown within its own separate 'box'. To view a specific document, click on the box. If a document has more than one page, FastPics of the pages will be displayed, but if the document only has one page, it will be immediately displayed.

You can return to the Search screen by clicking on the ***Back*** button.

FastPics

The FastPics display allows you to view in thumbnail format all the pages of the selected document, and then to select the page to view by clicking on the thumbnail.

Viewing a Page

The image viewing page can display one page of a document at a time. The page can be zoomed up or down, rotated or made to fit the display window.

23.5 Scan/Send

The Scan/Send option allows you to scan documents and then send them to one of four destinations:

Printer
Folder
User
Email

Printer

This option enables you to scan documents and have them sent to a local printer or a printer that the RemoteStation server has access to. The available server printers will be dictated by the configuration of the RemoteStation server.

Printer List

When selecting the Printer option, you must first select the location of the printer. This can be on the local workstation or on a RemoteStation server. Once selected, the available printers will be shown. If there is only one printer configured on the selected location, the Printer List will be skipped.

Document Header

After selecting the printer, you will be able to create a print header sheet onto which you can enter the following information:

Recipient
Originator
Message

Once this information has been added, press the Scan button to open the Scan screen

Folder

The Folder option allows you to scan documents to ScanFile folders that the currently logged in user has permissions to. If there is more than one RemoteStation Server registered, then you will need to select the server that holds the folder you wish to scan to first If the logged in user only has access to one folder on the server, a folder list will not be displayed.

Folder Fields

Once the folder has been selected, press the forward button to show the Folder fields, If the user only has access to one folder, the fields will be displayed automatically, without having to select the folder.

From this screen you can enter the index information related to the document you wish to scan. You can also select the date and time that the document will be scheduled for sending to the RemoteStation server. This can be set at the bottom of the Folder fields display. Once this has been done, press the appropriate Scan button to open the Scan screen.

You can select to scan single or multi-page documents. Selecting the Single page option will create a folder record for each page scanned. Selecting the Multi-page option will create a single folder record for all scanned pages.

User

This option allows you to send a scanned document to a registered ScanFile user. The documents will be sent to a users personal hitlist so that they can be accessed from within ScanFile. If there is more than one RemoteStation Server registered, then you will need to select the server that the user is registered on first The list of users on the server will be displayed, and you can select one or more users to send the document to. Once you have selected the users, press the Forward button to show the index screen.

Index Screen

As the index data is not related to any ScanFile folder, the field names will be called Field 01 to Field 10.Any information entered will be shown in the users Personal Hitlist. Press the Forward button to open the Scan screen once you have entered the index information.

Email

The Email option will send the scanned document to an internet email address.

ScanFile Users

When a user is created in ScanFile, an email address can be entered as part of the user information. This gives the option to send a document to a registered ScanFile users email address rather than to that users ScanFile Personal Hitlist.

If there is more than one RemoteStation Server available, then you will need to select the server that the user is registered on first The list of users on the server will be displayed, and you can select one or more users to send the document to. Once you have selected the users, press the Forward button to show the Email message screen.

Internet Email

This option will display the Email message screen, which will allow you to send a document to any valid internet email address.

Email Message Screen

On this screen, you can enter email addresses to send the document to. If you are sending to a ScanFile user, the Email field will be automatically filled. You can also select to copy the document to another user by entering the email address into the CC field.

A Subject and email message can be added by typing them into the appropriate fields.

Once you have completed the email message, press the Scan button to open the Scan screen.

23.6 Scan Screen

There are several options that can be set prior to scanning or importing, relevant to the type of document being scanned, and the source of the documents. Once these options have been selected, press the Scan button to scan the documents.

Document Source

If you have a Canon DR range scanner attached to the workstation, this will be automatically detected, and you can start scanning immediately. If you wish to use a TWAIN device as the scanning source, you must first configure this. Pressing the ***Document Source*** button allows you to select whether the source is a Canon DR scanner, a TWAIN device, or an electronic document located on the workstation, such as an MS Word document.

Canon DR range

If the selected source is a Canon DR range scanner, this scanner model is automatically detected, and the scan options available will be set accordingly.

TWAIN Source

When selecting the TWAIN source option, you will then have to select the device from the displayed list. You must ensure that the TWAIN driver for the device is installed correctly. When this option is used, pressing the Scan button in the RemoteStation Scan Screen will display the TWAIN source scan settings screen.

EDOC

This option allows you to select an electronic document from a storage device on the workstation. These can then be added to the current queue to be sent to the selected destination.

Colour

Three settings are available

Black and White
Greyscale
Colour

Resolution

Three settings are available, and these will be dependant upon the attached scanner. The setting are ***Low***, ***Medium*** and ***High*** resolution, which for the Canon DR5020/80c scanners would be 200, 300 and 400dpi.

Brightness

The scan brightness can be set from 1 to 255. for greyscale & colour, and 1 to 7 for black & white

Text-Photo

The Text option should be selected if the scan is black and white and it is not important as to the quality of any graphic elements contained on the document.

The Photo option should be used when the documents contain graphic elements, such as photographs. This will scan the graphics at a higher quality than the Text option.

Simplex-Duplex

This option allows you to set whether the documents to be scanned are single or double-sided.

Priority

The Priority option allows you to set a level between 1 and 3 for a document. If many documents are waiting to be sent to the RemoteStation server, the documents with the highest priority will be sent first.

Preview

Any documents scanned can be previewed on the Scan screen before sending them to the RemoteStation server. They will be shown on the left side of the screen, and display tools are available to allow you to rotate and zoom the displayed image. If more than one page has been scanned, you can move between the pages by using the ***Up*** and ***Down*** arrows under the ***Documents*** option. The ***X*** under documents will delete the displayed page.

Send Document

Once you are happy with the scanned document, press the ***Send*** button, which will queue the document locally before sending it to the RemoteStation Server. Whilst sending, if the connection between the client and the server is broken, once it is re-established the document will once again be sent. The documents are queued locally until a ***successful transmission*** message is received from the server.

23.7 Scheduled Sending

When scanning or importing documents to a ScanFile folder, you can select the date and time that the documents are to be sent to the RemoteStation server for adding to the folder.

At the bottom of the Folder indexing screen, the current date and time will be displayed. You can amend this to the date and/or time that you wish the documents to be sent. Once you have completed the scanning and/or importing of documents, they are held in a queue locally until the scheduled date and time is reached, when the RemoteStation Client will attempt to send them to the server.

You do not have to be logged into the RemoteStation Client for the documents to be sent, but the RemoteStation Client must be open. Additionally, if you are using a Dial Up connection to the RemoteStation server, this must be connected prior to the Client sending.